

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

FAC

**Graduate Director Term Limits and Review – Handbook Change**

RES 181914

**RESOLVED:** That the Academic Senate of CSU Bakersfield recommend to the President that the University Handbook be revised to include as follows:

**312 DEPARTMENT CHAIRS, AND PROGRAM CHAIRS, AND PROGRAM DIRECTORS**

**312.1 Duties and Responsibilities  
(Cross-referenced in Section 104.2.4.1 and 104.2.4.2)**

Department chairs, program chairs, program coordinators, program directors, and graduate program directors (collectively referred to below as chairs and/or directors) report to their deans and are responsible for instructional services and, in the case of department chairs, departmental personnel. They administer curriculum and academic programs consistent with the policies established for the university, the school, and the department. Chairs and directors also have major teaching responsibilities, which vary with the size and complexity of the department or program. ~~On all major decisions, t~~ They regularly consult with their respective faculty.

**312.2 Criteria for Selection and Review**

Ordinarily, only full-time tenured and tenure-track faculty are eligible to serve as chairs or directors, and such faculty are selected from within the department or program. Deans and departments or programs may, after consultation with each other, determine that other individuals should be considered for selection as chairs or directors. When hiring faculty from outside the University to serve as chair or director, a department may recommend credit for previous service. Criteria for the selection and review of chairs and directors include the following, ranked in order of their importance:

- A. The ability to create and maintain an educational environment that supports effective teaching, helpful student advising, and productive faculty scholarship;
- B. The ability to conduct official business and meet deadlines;
- C. The ability to work cooperatively and effectively with students, faculty, staff, and the administration in achieving program, department, school, and university goals;
- D. The ability to efficiently administer the budget, if applicable;
- E. Thorough knowledge of curriculum and academic programs; and
- F. An understanding of university, school, and department or program policies and procedures.

Departments or programs may develop additional criteria when deemed appropriate; these must be established at the time of appointment or reappointment.

### **312.3 Selection and Appointment Procedures**

The appropriate dean shall request that the department or program faculty vote to recommend one or more persons for the position of chair or director. In addition, the dean shall offer the opportunity for the faculty to convey individual, confidential advice, orally or in writing. The dean's evaluation and the faculty's recommendation shall be forwarded to the P&VPAA, who shall then appoint the chair or director. The offer of appointment shall specify the criteria, including but not limited to those outlined in section 312.2 above, by which the administration will evaluate the performance of the chair or director. Chairs or directors are expected to serve no more than two (2) consecutive three-year terms.

### **312.4 Annual Feedback Meeting**

The dean shall meet with the chair or director at least annually to provide feedback regarding the Criteria specified at the time of appointment. This feedback may, but is not required to, include data from the faculty of the department or program, except in the third year, when data from the faculty shall be considered in accordance with section 312.5 below.

### **312.5 Review**

During the third year, all chairs and directors, including those in their final year of service as chair or director and those who are retiring shall be reviewed by the department or program faculty. The dean shall meet with the Department to discuss how they wish to proceed with the review. In preparation for the review, chairs and directors may, at their own initiative, submit to the department faculty and the dean a brief self-evaluation of their performance for the period under review. In addition, the appropriate dean shall offer the opportunity for all faculty of the department or program to give individual, confidential advice, orally or in writing. This review shall assess the chair or director's effectiveness based on the criteria established at the time of appointment. The review must occur during the spring term of the third year. The department shall submit its written review of the chair or director to the chair or director and to the school dean by April first (1st) of that year. The dean and department chair or director shall then meet to discuss the report and state of the department by April 15th. The dean's third year evaluation and the review by the department or program faculty then shall be forwarded to the P&VPAA.

**RATIONALE:** In an effort to involve more faculty members in investing in departments and programs over time and to provide a future pool of eligible faculty to serve as chairs and directors, we recommend that the handbook language be clarified to indicate the selection, review, and terms for these positions. There should be terms and reviews for graduate directorships and other chairs and directors, as there are for department and program chairs. Performance review of the program directors for feedback also aligns with the review and appointment of department and program chairs.

Distribution List:

President  
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Approved by the Senate May 9, 2019