

**SPECIAL REPORT**  
**of the**  
**RULES COMMITTEE**  
**concerning**  
**SEARCH AND APPOINTMENT PROCEDURES FOR**  
**DEANS, ACADEMIC DEPARTMENT CHAIRS AND HEADS,**  
**AND ACADEMIC PROGRAM DIRECTORS**

**Presented at the**  
**446<sup>th</sup> Regular Meeting of the Faculty Senate**  
**February 15, 1990**

**Committee Membership**

**Jeremiah Allen**  
**Martha Olney**  
**Maria Tymoczko, Chair**  
**Frank Hugus**  
**Paul Shuldiner**  
**Haluk Darin**  
**Arthur Kinney**

## **I. INTRODUCTION**

**On March 14, 1988, a memorandum was sent from Roland Chilton, Faculty Senate Secretary, to each member of the Academic Personnel Policy Committee indicating the need for an initial meeting of the Committee which he was calling on March 30, 1988 at 4:00 p.m. The memorandum also included an explanation of the reason for calling the Committee into session; the need to respond to a special report recommending revision of Search and Appointment Procedures for Deans and Administrators, as outlined in Trustee Document T70-62A, known as the “Morris Report.”**

**At that initial meeting of the Committee, Deputy Provost Fern L. Johnson addressed the Committee. She outlined the problems associated with having “a very imprecise system for appointment of deans, chairs and heads of academic departments, and directors of academic programs.” She also presented the Committee with a draft of a proposal which was developed by the Deans’ Executive Council, and had been unanimously approved by that body.**

**The Committee was asked to study this draft as part of a campus review by appropriate governance groups, and make recommendations to the Faculty Senate as part of the process of having the new procedures adopted. The following report includes those recommendations.**

**The scope of the recommendations is meant to replace the procedures outlined in Section 10, b and c of Trustee Document T70-62A.**

**The policies and procedures in this document pertain to situations where a vacancy exists in any of the following positions: Dean, Department Chair or Head, or Academic Program Director for units that are administratively equivalent to departments. These policies and procedures provide guidelines for appointing authorities as well as interested parties within the campus community.**

**Policies and procedures for administrative appointments have varied in the past depending on the particular position, appointing authority, and organizational unit. Campus-wide policies exist for certain aspects of specific types of appointment (e.g., the “Morris Report” contains some provisions for the appointment of Chairs and Heads), but considerable variation has in fact characterized past practices on the Amherst campus. The policies and procedures described in this document supersede Section 10, b and c of the “Morris Report” with respect to subjects addressed in both.**

**For purposes of simplifying the statement of policies and procedures, the following terms shall be used: College shall refer to College, Faculty, or School; Chair shall refer to both Chair and Head; Director shall refer to academic program Directors who function analogously to Chairs (e.g., Labor Relations and Research Center, Women’s Studies).**

**The 1989-1990 Rules Committee, after reviewing several versions of “Search and Appointment Procedures,” and after consulting with the Provost, agreed to recommend the following changes and additions to Trustee Document T70-62A (“The Morris Report”).**

## II. SEARCH PROCEDURES

Section 10, b and c of the “Morris Report” shall be replaced with the following for the University of Massachusetts/Amherst:

**10.b.** In the case of Department Chairs at the University of Massachusetts/Amherst, the Search Committee shall present its recommendation(s) to both the Department and the Dean. If a majority of the Department accepts the Search Committee’s recommendation(s) and the Dean agrees, the Dean (appointing authority) shall, with the concurrence of the Provost, proceed with the appointment. If a majority of the Department accepts the Search Committee’s recommendation(s) but the Dean does not, the Dean shall meet with the Department to try to achieve a resolution; if that fails, the matter shall be referred to the Provost for resolution. If a majority of the Department rejects the Search Committee’s recommendation(s), the Dean shall meet with the Department and the Search Committee to try to resolve the difficulty. If no resolution can be achieved, the Dean may (1) ask the Search Committee to reopen the search, (2) appoint a new Search Committee, or (3) refer the matter to the Provost for resolution.

Renumber the “Morris Report” Section 10, d and e as Section 10, c and d, and add the following:

### 11. TERMS OF APPOINTMENT AT THE UNIVERSITY OF MASSACHUSETTS/AMHERST

**a.** Appointments to the positions of Dean, Chair/Head, and Director are to be made for a fixed period of time to be determined by the appointing authority in consultation with those in the unit affected, and according to the provisions of this document.

**b.** The appointment of a Dean shall normally be made for a period of five years.

**c.** The appointment of a faculty member to the position of Chair/Head of a Department shall normally be made for a period of at least three but not more than five years. The term of office within these limits shall be determined by the Dean after consultation with the Departmental Personnel Committee.

**d.** The appointment of a faculty member to the position of Director of an academic program shall normally be made for a period of at least three but not more than five years. The term of office shall be determined by the Dean or the Provost after consultation with those individuals within and directly related to the Program.

**e.** When the appointment is made, the administrative stipend and professional portions of the salary shall be specified in writing. If and when the administrator assumes full-time faculty responsibilities his or her salary will be adjusted in accordance with the provisions established at the time of the administrative appointment.

**f.** Reappointment of a Dean, Chair/Head, or Director of an academic program may only be made subsequent to an evaluation conducted according to procedures established by the Faculty Senate.

**12. EVALUATION OF DEANS, CHAIRS/HEADS, DIRECTORS AT THE UNIVERSITY OF MASSACHUSETTS/AMHERST**

- a. **Deans shall be evaluated during the fourth year of every fifth year in office according to procedures specified by the Faculty Senate.**
- b. **Chairs/Heads and Directors shall be evaluated during every third year in office according to procedures specified by the Faculty Senate.**

**13. APPOINTMENT OF ACTING ADMINISTRATORS AT THE UNIVERSITY OF MASSACHUSETTS/AMHERST**

- a. **Should a vacancy necessitate the appointment of an Acting Dean or Head/Chair, the appointing authority shall make such an appointment, in the case of a Dean, after consultation with the College Personnel Committee and the Chairs/Heads of the College Departments, and in the case of the Chair/Head, after consultation with the departmental personnel committee.**
- b. **The normal term of appointment for an Acting Administrator should not exceed one year. The appointing authority may extend the term of office of an Acting Administrator only with the consent of the College Personnel Committee or the Departmental Personnel Committee, whichever is appropriate.**

**MOVED: 17-90 That the Faculty Senate approve the Rules Committee's Report concerning Search and Appointment Procedures for Deans, Academic Department Heads and Chairs, and Academic Program Directors, as set forth in Sen. Doc. No. 90-029A and recommend that the Trustees accept the provisions of Sen. Doc. No. 90-029A.**