The Department Chairperson is an academic administrator whose position is described generally in the most recent version of *The Faculty Manual of Saint Louis University*. The processes of appointment and reappointment, conditions of appointment, and administrative responsibilities as they pertain to the Department Chairperson in the College of Arts and Sciences are described below.

**PROCESS OF APPOINTMENT**

At the request of the Dean of the College of Arts and Sciences, the Department will elect members of the Department (normally three) who are not candidates to act as the Departmental Search Committee. The Dean will select a coordinator from outside the Department. The possibility of conducting a national search may be discussed at this time. The task of the Search Committee is not to select a Chairperson, but to establish a list of acceptable candidates to be forwarded to the Dean. The charge to the search committee will be the following:

1. Develop a position announcement that includes a qualifications description.
2. Make sure that the search conforms to Affirmative Action guidelines.
3. Find candidates acceptable to the Department and arrange for these candidates to consult with the Department as a whole, the Dean, and the Vice President, Academic Affairs.
4. Solicit the Department’s evaluations and recommendations.
5. Discuss these evaluations and recommendations with the Dean.

After consultation with the Search committee, the Dean make a recommendation to the VPAA. The VPAA will appoint one of the candidates to a term as Chairperson.

**CONDITIONS OF APPOINTMENT**

Normally, a Chairperson will be appointed to a three-year term beginning on July 1. The Chairperson will be entitled to an administrative stipend equivalent to two months (two-ninths) salary. This stipend will be removed at the end of the Chairperson’s term of office. Consistent with the rotation processes established by departments and with programmatic needs, Chairpersons will be entitled to teach one course during summer school and receive appropriate compensation. Exceptions must have the approval of the VPAA.

**PROCESS OF REAPPOINTMENT**

The Dean will meet with each Chairperson during the fall of the last year of his or her term in order to
ascertain whether or not the individual wishes to be considered for reappointment. Following this meeting, the Chairperson will notify the Dean in writing as to his or her intention. If the Chairperson chooses not to be considered for another term, the process of appointment described above will be followed in selecting a new Chairperson. If the Chairperson chooses to be considered for another term, the Dean will notify the faculty in the Department and arrange for the faculty to evaluate confidentially the performance of the Chairperson and to indicate whether or not they want the individual to continue as Chairperson. After the Dean has reviewed this information, the Dean will meet with the Chairperson and present a summary of the input from the faculty. Following the meeting, the Dean will forward a recommendation to the VPAA.

**ADMINISTRATIVE RESPONSIBILITIES**

Chairpersons are expected to be academic leaders promoting teaching excellence, scholarship, and faculty enrichment. They are responsible for planning, recruitment, and the general good and welfare of their departments. More specifically, Chairpersons are expected to tend to the following administrative matters:

1. Attend all Chair meetings during the academic year.
2. Be available in the departmental office especially during all changes of registration and registration periods and freshman orientation.
3. Assign faculty as advisors and ensure that the advising within the Department is of high quality.
4. Meet established deadlines for submission of course schedules and other pertinent administrative materials.
5. Assign faculty to teach courses.
6. Manage the Department’s budget carefully, properly, and accurately.
7. Supervise and evaluate annually all departmental staff including secretaries, laboratory coordinators, and technicians.
8. Annually evaluate faculty.
9. Ensure the timely dissemination of all pertinent academic information in the Department and encourage an appropriate level of shared governance in the operation of the Department.
10. Notify the Office of the Dean of all working days that he or she will be absent from campus.