MEMORANDUM

TO: Thomas Holyoke, Chair, Academic Senate

FROM: David Low, Chair, University Personnel Committee

DATE: February 4, 2021

RE: APM 125 – Policy on Department Chairs

At its meeting on December 3, 2020, the University Personnel Committee voted to undertake revisions to APM 125: Policy on Department Chairs. At its meeting on February 4, 2021, we voted to approve the committee’s revisions and submit them to the Academic Senate.

The policy has been amended in the following areas:

1. The committee has added to Section E (“Evaluation”) a formative evaluation of new chairs which shall occur during the second academic year following initial appointment. (See E.1.) The focus of this review is to enhance new chairs’ performance and provide opportunities for growth and reflection. The formative evaluation is meant to offer new chairs feedback that will be useful throughout the remainder of their term. As stated in Section E.2, new chairs (and all chairs) will still undergo a formal evaluation during the academic year in which their term as chair is to be concluded.
2. The committee has included a footnote defining “new chairs” as both first-time chairs as well as chairs who are returning following a hiatus of four or more years. Within Section E.1 the committee explains that Interim Chairs shall not be subject to the formative evaluation process.

Enclosed are tracked changes to APM 125 for the Academic Senate’s review.

Respectfully submitted,

D. Low

CC: Xuanning Fu, Interim Provost

Marsha Baum, Associate Vice President for Faculty Affairs