

## FACULTY DEPARTMENT CHAIR APPOINTMENT PROCESS

### Overview

Department Chairs are appointed by the Dean of each College/School and the UAB Libraries, and these faculty members serve at the discretion of the Dean. Current faculty members are appointed as chairs, however, a unit may decide to conduct a national recruitment/search to fill a department chair position. In this case, the search should be conducted the same as other full-time faculty recruitments; using UAB PeopleAdmin. Please see <http://www.uab.edu/faculty/hiring> for instructions and guidelines for the faculty recruitment and hiring process.

Chair Appointments are considered as Administrative Appointments; and are in addition to the faculty member's primary faculty appointment. A salary stipend is typically associated with chair appointments to compensate for the additional duties and new level of responsibility.

This document intends to detail the process and guidelines by which department chairs (interim and permanent) are appointed; with particular focus on the processes needed to establish chair appointments in the various HR systems (i.e. Oracle and the Faculty Data Form).

### When a Current Faculty Member is Appointed as Chair:

1. Dean selects faculty member to serve as chair of a department (assuming it's an internal appointment);
2. Dean creates a chair appointment/offer letter which details the terms and conditions for the appointment; which typically includes language such as *"should the faculty member no longer hold the administrative appointment, the salary will revert back to their faculty salary rate—taking into account any promotions, merit and other increases that might occur during their tenure as chair."*
3. Department Administrator creates and submits an Oracle ACT Document to reflect the new salary and title. Note: Use RECLASSIFICATION ACT DOCUMENT TYPE.

4. Department Administrator will **contact Budget Administration to “reclass” the faculty member’s current position number** to reflect the new title of chair. This is the [correct format...PROFESSOR/CHAIR... RANK/CHAIR](#).
5. Department Administrator submits—along with the ACT Document—a Faculty Data Form to create the “Administrative Appointment.”
6. The effective date of the administrative appointment and the “title” of Chair must be entered in to the Faculty Data Form. **Note: Do not enter an end date for the appointment; even if the date is known upfront.**
7. The effective date of the appointment **MUST** match the date on the offer/appointment letter, ACT Document and Faculty Data Form.
8. The Dean’s Office will update the Chairs Listing for their respective school, college, or the UAB Libraries.
9. The Dean’s Office shall notify the Faculty Affairs Office whenever a change in Chair Appointment is made. This ensures that the **university’s official Chairs’ List** is always current and accurate.

#### **When the Chair Is Hired from Outside of UAB:**

1. The university’s faculty recruitment and search process is conducted and managed using UAB PeopleAdmin as well as adhering to all university, school, college, or UAB Libraries policies and guidelines.
2. A Faculty Recruitment Request is submitted for the chair position through UAB PeopleAdmin for approvals.
3. Position is posted according to Dean’s Office instructions and/or in conjunction with the Chair Search Committee.
4. After the Search Committee makes a recommendation to the Dean, the Dean’s Office or the department’s Search Chair/Hiring Manager will initiate the Hiring Proposal.
5. Offer and appointment letter is prepared by the Dean (or designee).
6. Hiring Proposal is submitted for review and approval (Department to Equity Advisor, to Dean’s Office, to Faculty Affairs; to Provost; to President (if applicable)).

7. If the new chair will be appointed at the rank of Professor (with or without tenure), the Promotion and Tenure process for each unit should be followed to secure approval to appoint the new chair as Professor with Tenure. See Dean's Office for specific guidelines.
8. After the chair candidate accepts the position;
  - a. Process all necessary documents the same as you would for other full-time recruited faculty members. Please see the Faculty Search and Hiring Process details at <http://www.uab.edu/faculty/hiring>.
  - b. Process Faculty Data Form to include Administrative Appointment as Chair.

### **ENDING CHAIR APPOINTMENTS (not including interim chairs)**

1. When a Chair Appointment ends, regardless of the reason, the **department administrator must process the same documents** (ACT and FDF) to formally end the chair appointment; and appoint a new chair or an Interim Chair as is appropriate.
  - a. Obtain the termination letter from dean; or the chair's resignation letter;
  - b. Request that Budget Administration "reclass" the position back to the faculty rank (i.e. from Prof/Chair to Professor);
  - c. Process ACT document to remove stipend (in most cases); and to change the title/rank in Oracle; and,
  - d. Process a Faculty Data Form to end the chair (administrative) appointment.
2. The Dean's Office will update the Chairs' List and provide the updated list to Faculty Affairs.

### **Interim Chair Appointments**

Deans will appointment Interim Chairs to provide departmental leadership when a chair steps down, retires, or will no longer serve for various reasons.

1. Interim Chair appointments must follow the same process that is detailed [in the preceding text](#) for permanent chairs.

2. The faculty member's current position title should be "reclassified" using the same format of PROFESSOR/CHAIR.
3. The Faculty Data Form should be completed to reflect that this administrative appointment is "Acting or Interim Chair."
4. Interim Chair Appointments must be reported to Faculty Affairs; the same as for permanent chairs.
5. **Faculty Affairs** holds the same responsibility for notifying other university administration units **when an INTERIM CHAIR APPOINTMENT** occurs.
6. Interim Chair appointments must be ended when the interim chair no longer holds the position – for whatever reason.
7. **To end the Interim Chair Appointment—**
  - a. Obtain letter from dean to interim chair terminating the chair/administrative appointment; or the interim chair's resignation letter;
  - b. Request that Budget Administration "reclass" the position back to the faculty rank (i.e. from Prof/Chair to Professor);
  - c. Process ACT document to remove stipend (in most cases); and to change the title/rank in Oracle; and,
  - d. Process a Faculty Data Form to end the chair (administrative) appointment.

### **FACULTY AFFAIRS RESPONSIBILITIES**

1. Faculty Affairs should confirm that the Official Chairs' List is updated each time HR/ACT documents are submitted to either begin or end chair appointments.
2. Faculty Affairs is responsible for providing updates to other UAB Administration units each time there is a change in a chair appointment – including Interim Chair Appointments. *The units are:* Institutional Effectiveness & Analysis, Provost Office Administration (i.e. Provost Executive Assistant), and the President's Office.

In all cases, any internal processes and guidelines for your specific unit must also be followed when chair appointments are created and ended. Please consult with your respective dean's office for additional information about the chair appointment process.