Faculty Handbook Revision Committee
Revision of Chapter 11 (12) Academic Administration Policies (FHRC Recommended Language)

Changes since Senate discussions (February):
Formerly Chapter 12. Sections and references renumbered.
Section 11.1: Specify faculty input in evaluation of administrators.
Section 11.5: Correct / adjust those eligible for administrative leave, recognizing that if an administrator does not have faculty status, they are not covered by the faculty handbook.
Several places: Specified “calendar days”, including replacing “consecutive days inclusive of holidays” with “calendar days.”

Explanation of earlier revisions:
Minor changes for clarity / brevity / etc.
11. ACADEMIC ADMINISTRATION POLICIES

11.1. EVALUATION OF ACADEMIC ADMINISTRATORS

Trimmed the list.

All academic administrators shall be evaluated annually. This includes the Provost, the Associate and Assistant Provosts, Associate Provost for Graduate Studies and Research, Associate Dean for Graduate Studies and Research, the Associate Provost for Public Affairs and the Extended Campus, the Dean of the West Plains Campus, the College Deans, the College Associate Deans, the Dean of Library Services, the Associate Dean of Library Services, and the academic Department Heads and School Directors. Each evaluation will be conducted by the individual's immediate supervisor and will be based upon the particular responsibilities of the administrative assignment. (remove paragraph break)

In all cases, reports from individuals who are supervised by the administrator being evaluated will be included in the review. In all cases, the review of any administrator shall include input (which may include survey results) from faculty in the administrator’s unit (e.g., College) and from others who are supervised by the administrator.

11.2. RECALL OF ACADEMIC ADMINISTRATORS

Minor edits.

Many academic administrators hold faculty rank and, in most instances, tenure as a faculty member. It is understood that no academic administrator holds tenure as an administrator; only as a faculty member does an administrator hold tenure.

Any administrator has the prerogative of initiating the replacement or recall of any subordinate administrator.

Any administrator or faculty member may petition an appropriate superior administrator for the replacement or recall of any other superior administrator.

A Department Head is in a unique administrative position in that he or she is selected by and is responsible to both a departmental faculty and other University administrators—College Dean, Provost, and President. Therefore, it is appropriate that the faculty should have access to a process for the recall of that head.

Faculty members may petition their college Dean for the replacement or recall of their Department Head. The college Dean has the option of trying to resolve the problems stated in the petition by meeting with the Department Head, the petitioner, and other tenured faculty members from the department who wish to be involved. If the problems cannot be resolved and if, in the judgment of the college Dean, the concerns expressed in the petition are serious enough to warrant investigation, the Dean will initiate an inquiry. The Department Head and all departmental faculty shall be informed of the petition and of the inquiry. After completion of the inquiry, the college Dean shall inform the Department Head, the departmental faculty, and the Provost of his or her findings and recommendations. The Provost, in turn, will present her own findings and recommendations to the President.

Final determination regarding the recall of any administrator rests with the President. A recalled administrator may be reassigned duties for the remainder of his or her appointment term.

11.3. RETREAT RIGHTS OF ADMINISTRATORS

Any tenured faculty member who assumes an administrative position or a professional staff position has the right to return to the department of his or her academic discipline whether or not a position is open.

However, the services of that individual may be utilized outside the department through other assignments. In such a
case that individual may be assigned other duties such as teaching, research, service, and/or administrative responsibilities, depending upon the needs of the University and the expertise of the faculty member. But However, his or her tenured status shall not be affected despite such assignments.

An administrator who has the academic credentials for faculty rank but who has not been awarded tenure or who has not gone through the selection process for departmental faculty does not have the right to assume a faculty position in a department unless the individual is endorsed by the departmental faculty and by the appropriate academic administrators. The salary of the administrator after return to a faculty position will be determined by the individual’s contract and posted policies as posted in the Policy Library. Statement about salary policies.

11.4. ABSENCES OF DEPARTMENT HEADS, SCHOOL DIRECTORS, AND DEANS

Remove paragraph breaks, minor editing.

When it is necessary for a Department Head or School Director to be absent, he or she should notify the appropriate college Dean of the circumstances concerning the absence and the arrangements that have been made for the operations of the department. Remove paragraph break

Academic Deans are expected to notify the Provost when they find it necessary to be absent. Remove paragraph break

A leave accounting form for Academic Administrators must be completed by the administrator when requesting paid vacation and sick leave benefits. The form must contain the appropriate supervisory approval and be submitted to the Office of the Provost.

11.5. ADMINISTRATIVE LEAVE

Account for units not in Colleges (AGR). Those administrators who are not faculty members are not covered by FHB.

All heads of academic departments within the Colleges of the University, academic Department Heads and School Directors, all student and academic Deans, and the faculty members of the Administrative Council are eligible to apply for administrative leaves. Applications must be made to the President of the University prior to November 1 of the year preceding the beginning of the period for which the leave is requested. Application forms for administrative leave are available in the Office of the President.

Administrative leave may be requested for any time in the year but ordinarily would be requested during the summer months, from mid-May to mid-August.

Initial eligibility for requesting an administrative leave is established upon completion of not less than three full calendar years of service with the University in an eligible administrative position, beginning with the effective date of appointment to the eligible administrative position and extending to the opening day of the proposed leave period.

The definition of calendar days covers what this is saying. The initial leave consists of not more than 60 consecutive calendar days, and is inclusive of regularly scheduled holidays.

Numbered list → bullet points

Eligible administrators may elect to request subsequent administrative leaves according to these options:

- For the third summer following the last leave taken, an administrative leave consisting of not more than 60 consecutive calendar days inclusive of regularly scheduled holidays.
- For the fourth summer following the last leave taken, an administrative leave consisting of not more than 90
consecutive calendar days inclusive of regularly scheduled holidays.

The administrative leave is not an automatic right; it must be applied for by the administrator. If the project the administrator wishes to pursue is approved, then he or she would be granted the administrative leave in accordance with the terms of the request. It is understood that the project must be something beneficial both to the person and to the University. Primarily the project would be for research or study in one's own academic or administrative field and may include travel if related to the research or study. Proposals to obtain an advanced degree would not be approved. A board of review will study the proposed projects and advise the President. The President has sole discretion in approving or disapproving all applications for administrative leave.

The President’s decision to approve or disapprove the application will be guided by the recommendation of the board of review and by the President's assessment of the ability of the University to maintain its level of efficiency in the operation of functions for which the administrator is responsible.

When a change in salary status occurs for the administrator during the period of approved leave, the administrator will receive the benefit of leave pay commencing at the new rate on the day of the increase the same as if the leave had not been granted. Changes in salary will not be affected by administrative leave.

A requirement of the administrative leave is that the applicant commits to returning to employment with the University for a period of not less than one calendar year from the last day of the leave period. Within 30 calendar days after the administrative leave, the administrator will submit to the President a report of the activities conducted while on his or her leave.

11.6. SPECIAL LEAVE FOR ADMINISTRATORS

An administrator who is a member of the ranked faculty and who in the opinion of the University President deserves a special leave for a specific purpose not contained in this Section or other portions of the Faculty Handbook may be granted a special leave with or without pay. Final approval must be granted by the Board of Governors.

The administrator is obligated to return to employment with the University for a period of not less than one calendar year from the last day of a paid leave. Within 30 calendar days after the leave, the administrator will submit to the President a report of activities conducted while on leave.
11. ACADEMIC ADMINISTRATION POLICIES

11.1. Evaluation of Academic Administrators

All academic administrators shall be evaluated annually. This includes the Provost, the Associate Provosts, Deans, Associate Deans, academic Department Heads, and School Directors. Each evaluation will be conducted by the individual’s immediate supervisor and will be based upon the particular responsibilities of the administrative assignment. In all cases, the review of any administrator shall include input (which may include survey results) from faculty in the administrator’s unit (e.g., College) and from others who are supervised by the administrator.

11.2. Recall of Academic Administrators

Many academic administrators hold faculty rank and, in most instances, tenure as a faculty member. It is understood that no academic administrator holds tenure as an administrator.

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Any administrator or faculty member may petition an appropriate superior administrator for the replacement or recall of any other superior administrator.

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Final determination regarding the recall of any administrator rests with the President. A recalled administrator may be reassigned duties for the remainder of his or her appointment term.

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However, the services of that individual may be utilized outside the department through other assignments. In such a case that individual may be assigned other duties, such as teaching, research, service, and/or administrative responsibilities, depending upon the needs of the University and the expertise of the faculty member. However, his or her tenured status shall not be affected despite such assignments.

An administrator who has the academic credentials for faculty rank but who has not been awarded tenure or who has not gone through the selection process for departmental faculty does not have the right to assume a faculty position in
a department unless the individual is endorsed by the departmental faculty and by the appropriate academic administrators. The salary of the administrator after return to a faculty position will be determined by the individual’s contract and posted policies in the Policy Library.

11.4. Absences of Department Heads, School Directors, and Deans

When it is necessary for a Department Head or School Director to be absent, he or she should notify the appropriate college Dean of the circumstances concerning the absence and the arrangements that have been made for the operations of the department. Academic Deans are expected to notify the Provost when they find it necessary to be absent. A leave accounting form for Academic Administrators must be completed by the administrator when requesting paid vacation and sick leave benefits. The form must contain the appropriate supervisory approval and be submitted to the Office of the Provost.

11.5. Administrative Leave

All academic Department Heads and School Directors, all academic Deans, and the faculty members of the Administrative Council are eligible to apply for administrative leaves. Applications must be made to the President of the University prior to November 1 of the year preceding the beginning of the period for which the leave is requested. Application forms for administrative leave are available in the Office of the President.

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The initial leave consists of not more than 60 calendar days.

Eligible administrators may elect to request subsequent administrative leaves according to these options:

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