

## C. Department Heads\*

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Heads of Departments report to the Provost and are responsible for the operation of the respective academic departments, for the development of the faculty, and for the quality of the programs and facilities of those units. Department Heads are appointed by the President upon the recommendation of the Provost and subject to approval by the Board of Trustees.

### *I. Appointment and Performance Evaluation Of Department Heads*

#### A. Appointment.

The position of Department Head is an administrative position, and the initial appointment is for a five year period. Only one reappointment will be made, for a total of 10 years of service, unless special circumstances exist. The Provost will form a Department Head Search Committee according to the following procedure, after consulting with the faculty in the department concerned.

When a new department head is to be selected from either inside or outside of WPI, a Search Committee is formed consisting of two faculty members elected by the department, one member of the Committee on Appointments and Promotions, a faculty member appointed by the President, and the Provost or his representative who serves as Chairman of the Search Committee. The Search Committee first establishes its procedures for operation.

The Search Committee will solicit nominations for the position, evaluate the nominees, and select at least two candidates for the position. The Search Committee makes arrangements for each of the candidates to meet with the departmental faculty. The Search Committee will determine the preferences of the members of the department.

The Provost submits to the President the names of the candidates, his recommendation, the preferences and comments of the departmental faculty, and the preferences and comments of the Search Committee. The Committee on Appointments and Promotions is given copies of all documents submitted to the President concerning the selection. The President generally will appoint one of the candidates as department head. However, if none of the candidates is acceptable to the President, the reasons will be discussed with the Search Committee and the Committee on Appointments and Promotions, and the Search Committee will

continue the selection process.

## B. Performance Evaluation

A performance evaluation is made of a department head in order to determine if the department is accomplishing its goals in an effective, efficient and harmonious way. The Provost has the responsibility for conducting this evaluation and reporting back to the person being evaluated.

A performance evaluation will be scheduled during the spring of the second and fourth year of each five year appointment. In addition, the Provost, the Committee on Appointments and Promotions, or the department head may request an evaluation at any time. A list of the regular schedule for evaluations is maintained by the Committee on Appointments and Promotions.

In the first phase of the evaluation, the Provost will distribute a questionnaire to the faculty in the department. The Committee on Appointments and Promotions has the responsibility for preparing and updating the questionnaire. The faculty will send the unsigned completed questionnaires to the Provost. The responses will be reviewed only by the Provost and the Committee on Appointments and Promotions.

If either the Provost or the Committee on Appointments and Promotions decides that more information is needed, then the COAP will make arrangements for its members to meet with each faculty member in the department concerned. The purpose of these individual meetings is to gain a better understanding of any problem that may have been brought out in the questionnaire. Complete confidentiality will be maintained by the Committee concerning the views of individuals.

The Committee on Appointments and Promotions will discuss all of the information obtained from the interviews and will prepare a summary describing the perceived strengths and weaknesses of the department head being evaluated. The COAP will send the summary letter to the Provost who, after reviewing the contents, will meet with the COAP to discuss the case. Only the Provost and the President of the Institute will read the COAP letter. The Provost will then meet with the Department Head to discuss the evaluation and also send a letter to the department head which summarizes the performance evaluation. A copy of that letter will be sent to the Chairman of the Committee on Appointments and Promotions.

### C. Reappointment

The reappointment of a department head for a second term will involve the following procedure.

1. In the spring of the fourth year of tenure, the Committee on Appointments and Promotions will evaluate the Department Head. The evaluation will involve:
  - a. Review of all written materials of the department head obtained in the second and fourth year review plus any additional evaluations deemed necessary by the Committee.
  - b. Interview with all faculty members in the department, including the department head involved.
  - c. collection and review of any other information the COAP feels will influence the evaluation.
2. The Committee on Appointments and Promotions will write its recommendation to the Provost before the end of Term D of the fourth year of tenure.
3. The Provost will provide the President his recommendations and a copy of the Committee on Appointments and Promotions report. The President decides on the reappointment. The President will discuss his decision with the Provost and with the Committee on Appointments and Promotions.