

communicate the School Faculty's recommendation as well as his recommendation and notify the Faculty of his action.

##### 5. Department Chairmen (University System)

The Department Chairman serves as chairman of the Department Faculty in the development by the Department of policies on such matters as academic requirements, courses of study, class schedules, graduate and research programs and service functions. He presides over all departmental meetings, except as he may delegate this function and is an ex officio member of all departmental committees. He has administrative responsibility for implementing the department's program within the limits established by the regulations of the University, policies of the University Senate and the rules of the College and of any School of which it is a part.

The Department Chairman is responsible for recommendations on the appointment of new members of the department, salaries, salary changes, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments (X, C, 8) and the granting of tenure. Procedures and criteria used in preparing recommendations shall be those established by the University, the College and the Departmental Faculty. As a minimum, the procedures must include consultation with all tenured members of the Department and with all those with the rank of Assistant Professor or equivalent who have been members of the department staff for two years, except as noted below. All recommendations must include the written judgment of each consulted member of the department along with the recommendations of the chairman. The following exceptions may be made: (1) faculty members need not be consulted on recommendations affecting members with equivalent or higher rank, except that all faculty members with tenure shall be consulted on recommendations for granting of tenure; (2) the right to make recommendations on temporary appointments and/or appointments at the Assistant Professor level or below may be delegated, with these appointments to be reviewed by the tenured faculty of the department during the second semester of the first year of appointment.

The Department Chairman is responsible for the periodic evaluation of department members by procedures and criteria established by the University, the College and the Departmental Faculty.

The Department Chairman submits the budget request for his department and administers the budget after approval.

In connection with the major administrative functions of the chairman, he must seek the advice of members of the department, individually or as a group, or of advisory committees that he may appoint.

The Chairman is the spokesman for the department. In the event that he feels it necessary to depart from the opinion of the Departmental Faculty, he must communicate the departmental opinion as well as his own, stating his reasons for differing from the departmental opinion, and notify the department of his action.