



COLLEGE OF ARTS & SCIENCES

TEXAS TECH

College Operating Policy and Procedure

CAS OP 1.6: Reappointment of Department Chair

DATE: August 20, 2025

PURPOSE: The purpose of this College Operating Policy/Procedure (COP) is to standardize the process through which the Dean of the College of Arts & Sciences (CAS) chooses to reappoint (or not reappoint) an incumbent Department Chair (DC).

POLICY/PROCEDURE:

I. Overview:

- a. Per TTU Operating Policy 32.03: Academic Deans, Associate or Assistant Deans, and Department Chairpersons (hereafter “OP 32.03”), individuals appointed to the administrative role of DC typically serve five-year terms and are required to undergo an extensive review of their performance in that capacity prior to the expiration of their current term.
- b. Pending the results of this review, the Dean of CAS may choose to reappoint a DC to an additional five-year term, if the incumbent DC also desires reappointment.
- c. Typically, DCs in CAS will serve a maximum of two consecutive five-year terms, serving for a total of no more than ten years consecutively. This excludes time that may have been spent in the role of Acting or Interim DC.
- d. The Dean and DC should discuss the possibility and/or desirability of reappointment prior to the beginning of the final semester of the DC’s current term.
- e. If either party is opposed to reappointment, or if the DC becomes ineligible for reappointment, the Dean will initiate the process of identifying a replacement DC. This may take the form of a temporary appointment of another individual to the role of Acting or Interim DC but may also involve a more formal internal or external search. For information about the protocol related to these scenarios, see as needed:
 - i. COP 1.3: Appointment of Acting or Interim Department Chair
 - ii. COP 1.4: Internal Searches for Department Chair (already officially voted/adopted)
 - iii. COP 1.5: External Searches for Department Chair

II. Process:

- a. Once it is determined that the Dean and the incumbent DC are mutually interested in reappointment, the Dean will initiate an extensive review, in accordance with OP 32.03.
- b. The first step is for the DC to deliver a “Vision and Leadership Presentation” to their home department.
- c. Following this presentation, the Dean will solicit comments/feedback from multiple stakeholders within the department, including but not limited to faculty (all ranks) and staff.
- d. The solicitation of comments/feedback will typically take the form an online survey that includes an opportunity to submit an advisory vote via secret ballot.
- e. When utilizing an online survey:
 - i. the window for comments/feedback will remain open for 10 business days.
 - ii. information collected will remain anonymous and confidential.
- f. All information collected in this process is considered advisory to the Dean who, in consultation with the Provost, will make the final decision regarding reappointment.

III. Exceptions:

- a. Departments may petition the Dean of CAS for allowable exceptions to these guidelines, provided they do not violate or contradict another COP or any University Operating Policies.