**College of Arts and Letters Chairperson and Director Major Review Policy**

In accordance with University and CAL policies, review of department chairs and program directors wishing to continue in their positions shall take place no later than the fifth year of their appointment and or in the last year of shorter appointments. Administrator review procedures are the Shared Responsibility of the academic unit faculty and the responsible administrator.

**Procedure**

At some point during the summer before the last year of his/her appointment, the chair or director will meet with the dean to discuss continuation of the appointment. Should it be determined that the appointment will continue, the department/center advisory committee will be informed of the need for a review process, which will include the following steps:

1. The dean and the unit advisory committee will meet to review university, college, and department/center policies and/or bylaws and formulate specific procedures for the review.
2. If unit bylaws specify the makeup of the review committee, the bylaws will guide committee formation. If not, the unit advisory committee will recommend the faculty members to serve, and the list will be approved by the dean. It is expected that the committee will consist of a diverse group of faculty that will be able to effectively represent the various programs and sub-units in the department. Depending on unit size and bylaws it is recommended that the committee consist of 4-6 members. The department advisory will appoint the committee chair in consultation with the dean.
3. The review committee formulates procedures for obtaining written and oral input individually from all faculty and staff. Input from graduate and undergraduate students must also be solicited. In addition, input from significant stakeholders outside the department/program should be solicited. The review may include a public presentation with the chair/director.
4. The committee will prepare a report that is based on all the information it receives as part of the review process. The report will address past performance as well as the chair’s or director's vision for the future of the unit. The report will also contain a well-supported recommendation as to whether the chair/director should be continued in the position.
5. The report will be sent jointly to the dean and the department/program advisory committee.
6. The department/program advisory committee will solicit feedback from the unit faculty and make a recommendation to the dean.
7. The dean then forwards his/her recommendation to the provost.