

<b>Volume code:</b> Academic Affairs	<b>A2.02.3</b> <b>Removal of Department Chairs</b>  <b>Effective Date:</b> 10/02/15	<b>Responsible Office:</b> Academic Affairs
<b>Chapter 02:</b> Faculty		<b>Responsible Officer:</b> Provost and Vice President for Academic Affairs

## POLICY STATEMENT

Chairs of Academic Departments are administrators and may be removed from their administrative duties prior to the official end of the appointment as Chair (typically three academic years). One of the processes outlined below must be followed, based on which parties are requesting early removal.

## PURPOSE OF THE POLICY

This policy establishes the processes through which Chairs can be removed from their administrative appointment.

## WHO IS AFFECTED BY THIS POLICY

All Department Chairs, all faculty members who are included in the Chair's unit, the appropriate Academic Dean, the Provost and Vice President for Academic Affairs and the President are directly affected by this policy. Staff persons in the Chair's unit are indirectly affected by this policy.

## REGULATIONS

[Northeastern Illinois University Board of Trustees Regulations: Section II, Subsection B.](#)

## PROCEDURES

In the case it is deemed either by the President, Provost and Vice President for Academic Affairs, Dean or the faculty members in a unit of instruction that a Chair is unwilling or unable to fulfill his/her obligations as a Chair as outlined in the Regulations above and/or in the Chair's job description, one of the following processes must be followed to remove the Chair from his/her administrative duties as Chair prior to the official end of the (usually three-year) assignment.

1. If the faculty in the Chair's unit wish to initiate the Chair's early removal, 2/3 of the tenured/tenure-track faculty must vote for the removal. If at least 2/3 of the unit faculty vote to remove the Chair, the results of this vote, with a brief statement outlining the reason(s) for this action including a short summary of the supporting evidence, shall be presented to the appropriate College Dean, who may consult further with the tenured/tenure-track faculty and/or the Chair, and will make a recommendation to the Provost and Vice President for Academic Affairs.
2. If the appropriate College Dean wishes to initiate the Chair's early removal, the Dean of the College will consult with the tenured/tenure-track faculty in the Chair's unit and with the Provost and Vice President for Academic Affairs.
3. The Provost will review the recommendations with the President, who will make the final decision.
4. If the Provost and Vice President for Academic Affairs and/or the President wish to initiate the Chair's early removal, the Provost will consult with the Dean of the appropriate College. The Dean will consult with the faculty in the Chair's unit and will provide the Provost and Vice President for Academic Affairs with the results. If the Provost and President deem that removal is necessary, the Chair will be notified of his or her removal and provided an opportunity to respond.



5. In the event a Chair has been removed from office, he or she shall be entitled to return to his/her department to assume faculty responsibilities at his/her current rank.

## HISTORY

Formerly Administrative Memorandum No. 13 – Removal of Departmental Chairpersons, effective 03/01/1995

## CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Provost/Vice President for Academic Affairs	773 442-5420	academic-affairs@niu.edu

## DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.