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**ADMINISTRATIVE GUIDELINES FOR CREATION OF ACADEMIC DEPARTMENTS  
AND APPOINTMENT OF DEPARTMENT HEADS\***  
**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

**(Approved by the Chancellor, February 17, 1983)**  
**(Revised, January 1994; June 2001)**

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Departments in the College and schools are the primary units of education and administration within the academic structure of the University. Normally the College and schools are organized with departments when judged to be supportive academically and administratively of the effective functioning of the unit.

The College and schools are organized under instruments of governance adopted by the faculty of the unit under the leadership of deans and approved by the Chancellor after consultation with the Faculty Senate. Any modifications to such an instrument must be approved by the unit faculty and the Chancellor after consultation with the Faculty Senate.

Normally, the governance structure of the College or schools provides for departmental organization, though exceptions may be authorized by the Chancellor. In such instances the approval procedures described above must be followed.

The following guidelines apply to the governance of departments:

- A. The Chancellor is authorized to create or dissolve academic departments. Normally, proposals for such action are initiated by the faculty of the College or a school and are forwarded to the Chancellor through regular academic channels.
- B. The Provost periodically posts listings of all such approved units. He also monitors the review schedules of department heads and is responsible for ascertaining that reviews proceed according to an established schedule and in conformance with established regulations.
- C. Department heads\* are charged with leading and administering departments.
  - (1) Administrative responsibility includes, but is not limited to, program oversight, management of budgeted resources, general coordination of departmental personnel and resources, and professional development of faculty in addition to the specific duties and powers described in the *Handbook for Faculty*.
  - (2) As administrators of departmental budgets, department heads submit to the dean for approval a spending plan for the year. While the dean may add funds to a department's budget or reduce that budget during the year, the intent to do so should be made known to the department head in advance by the dean, with an explanation of the decision. All of the funds for operating departments will normally be assigned to departments at the beginning of the fiscal year and will be subject to the administrative control of department heads.

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\* The title of the head of a department at the University is either "head" or "chair." The role and formal duties are the same, regardless of the title used.

- (3) Department heads have full access to all pertinent personnel data for each person assigned to the department, review performance, and recommend annual salary changes to the dean for each person (faculty and nonfaculty) in the department. The dean's decision on salary changes for each person in a department will be made known to the department head as promptly as possible, as will final action taken by the Chancellor after being advised in this respect by the Provost.
- D. Service as a department head is incident to a faculty member's regular service to the University as a teacher and scholar. Appointment represents the addition of an important service responsibility rather than any change in the character of the formal appointment. Accordingly, complaints by a department head concerning any policy or practice touching service as a department head may be registered and dealt with by means of the same formal procedures and agencies routinely available to teaching faculty. Normally, however, such complaints will be resolved through informal discussions with the dean or other interested parties.
- E. Department heads are appointed by the Chancellor, normally for four-year terms during which they will serve at the pleasure of the Chancellor.
- (1) Persons appointed normally serve for no more than two consecutive terms.
  - (2) Appointments are subject to review at the end of each term when renewal is contemplated. Deans are responsible to the Provost for conducting such reviews according to an established schedule and procedure. Upon completion of the review, each dean recommends to the Chancellor, through the Provost, either to continue or not to continue appointments. Each dean will consult with full-time members of the department in advance of making a recommendation.
  - (3) In those instances in which an appointment is not continued, a new appointment may be made from inside the department or on the basis of a national search. Deans will make recommendations in this respect to the Provost. Search committees employed to conduct national searches are appointed by the Provost, with the advice of deans. For internal appointments, all full-time faculty persons in the department are eligible. Candidates normally are tenured, with the rank of full professor.
  - (4) The manner in which each dean arrives at a recommendation for appointing a department head may be determined in each school or the College. All full-time departmental faculty members, however, will normally be assembled and consulted by the dean and advised of the recommendation in advance of forwarding the recommendation. No agreement or procedure within any College or school can remove or diminish a dean's authority to recommend appointments or the continuation of appointments.