9. **Physical Operations:** The Chair is responsible for the general management and oversight of departmental facilities, including office-classroom-lab-studio space and equipment. The Chair should be aware of department needs with respect to facilities, and represent those needs to the administration.

10. **Budget:** The Chair is responsible for planning and maintaining the department operations budget.

11. **Classroom Observation Policies:**

   Every academic department and program at the college is expected to establish a written policy by which the regular classroom observations of untenured faculty will be conducted. Reasons for such a policy are manifold. For the evaluative work tenured faculty must do, direct observation of colleagues’ teaching is an irreplaceable feature of the accurate and fair assessment of pedagogical practice. Formalizing such policies in writing ensures their routine implementation and demonstrates an institutional commitment to teaching that is both thorough-going and equitable.

   Each department’s and program’s specific classroom observation policy should be designed to fit its particular nature—its size, its culture, its pedagogies—but all such policies should be consistent with the following expectations:

   - **Frequency.** Every tenure-track colleague should be observed teaching by at least one tenured colleague each year, for formative or summative purposes (depending on when the observations take place in the observed faculty member’s review schedule);

   - **Sequence.** Classroom observations should happen on two sequential classes or as close together in the calendar as circumstances allow;

   - **Scheduling.** The observed faculty member should help determine the dates of the visits at least a week ahead of time (no surprise visits). If the observed faculty member is visited by more than one tenured colleague in a semester, every effort should be made to avoid having more than one or two faculty observing the same class meeting;

   - **Before-and-after meetings.** The observer should meet with the observed colleague both before the class observation sequence to put those classes into context, and afterwards (one day or at most a week after the last observed class). These before-and-after meetings should be understood as occasions during which the colleague getting observed can inform the observer about the course in general, what he or she is trying to accomplish in these particular class meetings, and what he/she would like the observer to look for. After the classroom visits, the observing faculty member should describe what he or she observed in the areas the observed faculty member designated beforehand and in other areas where the observer discerned noteworthy strengths and challenges. A written report of classroom observations must be placed annually in both the Department’s and the Provost’s file.

   Each classroom observation policy should represent the consensus of the department or program creating them and should be reviewed by the department/program every five years. A copy of a department’s or program’s new policy should be sent to the Provost’s Office. In the spirit of making these documents consistent with the college’s minimum expectations described above, the Provost or Associate Provost may on occasion discuss possible revisions in a department’s or program’s
guidelines. Each department/program’s guidelines will also be posted on the Faculty Resources website (http://sites.allegeny.edu/facultyresources/) when available.


(Spring, 2002; Revised Spring, 2004; Spring, 2011; Spring, 2012)

2.7 Faculty Input into the Reappointment of the Provost and Dean of the College

The Provost and Dean of the College serve at the pleasure of the President and may be reappointed for one or more subsequent terms. If the Provost is to be considered for reappointment, faculty input about her or his performance shall be collected by Faculty Council during the fall of the final year of the Provost’s current appointment. By September 15, Council shall solicit written input from all department chairs and program directors and also invite letters from any other faculty members, including non-tenure track and part-time faculty. All faculty input into the review process must be submitted to Council by October 1. Council shall then review, discuss, and share its findings during a meeting with the President by October 15. The contents of all letters and other communications will be treated as confidential by both Council and the President. This process shall be discontinued if the Provost indicates that she or he does not wish to be considered for reappointment.

(Spring, 2012)

2.8 Faculty Input into the Reappointment of Associate Deans and Associate Provosts of the College

The President or the Provost and Dean of the College will consult with Faculty Council before reappointing an Associate Dean or Associate Provost of the College.

(Spring, 2012)