

**Procedure for Requesting Mid-term Corrective Action and/or Removal of
Department Administrators
Approved by the Faculty, 4-10-09**

Ad-hoc Committee
Daniel Reed, Chair

A. Department Chair

1. During the tenure of a department chair, any individual faculty and/or group of faculty¹ may approach the **elected**² Faculty Affairs Committee to voice serious concern about the chair's performance.
2. The FAC will assess the complaint to determine whether it warrants further action.³ If the FAC determines that the complaints are not justified, it will write a document specifying why. If the FAC determines that the complaints are justified, FAC will write a document specifying the complaint.
3. If the FAC has decided to pursue the complaint, it will present the complaint document to the chair, who will formulate a written response within ten days.
4. Both the FAC complaint and the chair's response will then be presented to the full faculty who will vote to determine whether to proceed with corrective measures.
5. If the faculty vote affirms the complaint, then the FAC will meet with the chair to discuss said complaints. At this point, the chair will be given three months to demonstrate that he/she has addressed the complaints and has changed her/his administrative approach accordingly.
6. At the end of the three-month period, the FAC will review the chair's performance.
7. Should the FAC determine that the chair had not satisfactorily addressed the complaints during the six-month period, the FAC will present a case to the full faculty for a) recommendation to the dean for removal of the chair and b) initiation of the process of nominating an interim replacement.

¹ Faculty issuing complaints may elect to remain anonymous in this process.

² The Ad-hoc committee holds that the proposed procedure can be valid if and only if the members of the FAC are elected. As such, the FAC would function like a legislative body which represents the interests of its constituents—the full faculty.
[Chair's Note: It remains before the faculty of the Department of Folklore and Ethnomusicology to devise and approve a policy for electing the Faculty Affairs Committee. Jason Baird Jackson, 1/13/2010]

³ Note that at stages 2, 4, and 6 in the process, the case can be dropped by the agent in charge of that stage.

B. Institute Director Who is Not Serving as Department Chair

1. During the tenure of an institute director who is not serving as department chair, any individual faculty and/or group of faculty may approach the **elected** Faculty Affairs Committee to voice serious concern about the director's performance.
2. The FAC will assess the complaint to determine whether it warrants further action. If the FAC determines that the complaints are not justified, it will write a document specifying why. If the FAC determines that the complaints are justified, FAC will write a document specifying the complaint.
3. If the FAC has decided to pursue the complaint, it will present its document to the director, who will formulate a written response within ten days.
4. Both the FAC complaint and the director's response will then be presented to the faculty of the institute in question who will vote to determine whether to proceed with corrective measures.
5. If the institute faculty vote affirms the complaint, then the FAC will meet with the director to discuss said complaints. At this point, the director will be given six months to demonstrate that he/she has addressed the complaints and has changed her/his administrative approach accordingly.
6. At the end of the three-month period, the FAC will review the director's performance.
7. Should the FAC determine that the director had not satisfactorily addressed the complaints during the six-month period, the FAC will present a case to institute faculty who will vote to decide whether to recommend to the full faculty removal of the director.
8. Should the institute faculty vote to remove the director, the FAC will present a case to the full faculty for a) recommendation to the dean for of the director and b) initiation of the process of nominating an interim replacement.