



**The American University of Kurdistan**  
**Policy of Department Chair Rotation**

Policy Number: AS040  
Effective date: November 2, 2025

- 1. Policy:** This policy, established by the Board of Trustees (BoT), defines the standards, eligibility criteria, and procedural requirements governing the appointment, rotation, and responsibilities of Department Chairs at The American University of Kurdistan (AUK). The University is committed to promoting effective academic leadership and governance by providing a clear, fair, and structured framework for departmental leadership. All regulations pertaining to the appointment and rotation of Department Chairs shall be developed, reviewed, approved, and implemented in accordance with this policy. The policy will be communicated transparently to the University community, published on the AUK website, and reviewed periodically to ensure continued relevance, alignment with AUK's mission and institutional objectives, and consistency with academic and administrative standards. All members of the AUK community are required to comply fully with policies approved by the BoT.
  - a. Purpose:** The purpose is to provide a means and details relating to the regular rotation of Department Chairs within a specific timeframe and set of guidelines to ensure that the process is transparent and that continuity is maintained. It defines eligibility, the selection process term length, and chair responsibilities. This framework promotes shared governance and continuous departmental improvement by providing all qualified faculty with leadership opportunities.
  - b. Scope:** This policy applies to all academic departments within AUK.
- 2. Definition of Terms:**

**Term:** Department Chairs will serve a three-year term, with the option for one more renewal, based on performance and department needs.

**Eligibility:** All full-time faculty members, with a doctorate or internationally recognized terminal degree within the department are eligible to be considered for the role of Department Chair, after having served at least one year as a full-time faculty member at AUK.

**Selection process:** See "Notification of Rotation", "Nomination Process", and "Consultation and Selection" in 4 **Procedures** below
- 3. Responsibilities:**
  - a. Issuing Unit:** The Office of the Provost holds primary responsibility for the implementation, oversight, and monitoring of the Department Chair Rotation Policy. This includes ensuring compliance with the policy across all academic units, providing guidance to colleges and departments, and addressing any issues or violations in coordination with the relevant Deans and the Office of Human Resources.
  - b. Other Stakeholders:** College Deans and the Office of Human Resources

#### **4. Procedures:**

##### Notification of Rotation:

- The Dean of each college will notify the relevant department of an upcoming chair term expiration one semester before the end of the current chair's term.
- A detailed timeline for the selection process, including deadlines for nominations, consultations, and the final appointment, will be provided.

##### Nomination Process:

- Eligible faculty members may be nominated by their peers or they may self-nominate.
- Nominations must be submitted in writing to the Dean's office by the specified deadline.
- The Dean will verify the eligibility of all nominees and provide a list of candidates to the department.

##### Consultation and Selection:

- The Dean will convene a meeting with department faculty to discuss the nominees and gather feedback on their qualifications and suitability for the role.
- Based on the vote/responses from the faculty, the Dean will make a recommendation to the Provost, who will make the final decision on the appointment of the new Department Chair.
- Any matters related to conflicts of interest should be addressed under Policy of Conflict of Interest & Commitment. It is the responsibility of the Provost to ensure that such matters are handled consistently and fairly, in accordance with established policies and procedures.

##### Appointment and Transition:

- The selected Department Chair will be formally appointed and notified by the Provost.
- The outgoing chair will work with the incoming chair regarding the handover of ongoing projects, budgetary matters, and other essential responsibilities, to ensure a smooth transition.
- The outgoing Department Chair is expected to provide mentorship and transitional support to the incoming chair during their final semester

##### Orientation and Training for New Chairs:

- Newly appointed Department Chairs will participate in an orientation program organized by the Provost's office.
- The orientation will cover the chair's responsibilities, institutional policies, and available resources.
- Further continuous professional development opportunities for Department Chairs will be provided

##### Annual Evaluation:

- The Department Chair's performance will be evaluated annually by the Dean, based on AUK's Faculty Evaluation Process.
- The Dean will provide feedback to support the chair's development and effectiveness.
- The Dean will share the annual evaluation with the Provost.
- If, after the evaluation, the Department Chair's performance does not meet expectations, then the Provost, in consultation with the Dean, may remove the Chair from office.
- Should the appointment not work, the chair may resign or be removed at any time at the discretion of the appropriate Dean and consultation of the Provost.

##### Interim Chair Appointment:

- If a Department Chair is unable to complete his or her term, the Provost, in consultation with the Dean, may decide to appoint an interim chair to serve until a new chair is selected through the normal process.
- If a resignation or dismissal occurs to the chair during his or her term, the Provost in

consultation with the Dean, may decide to appoint an interim chair to serve until a new chair is selected through the normal process.

#### Reappointment and Renewal

- Toward the end of the chair's term, the Dean will consult with department faculty to determine whether the chair's term should be renewed.
- If a renewal is recommended and agreed upon, the Dean will confirm the reappointment with the Provost.
- After serving the second term, in exceptional circumstances, the Dean and Provost may approve an additional third term for the chair.

#### Chair Responsibilities:

The Chair of the department is responsible for the operation and management of the fundamental unit of the university. The role of the Chair is understood in the context of responsibility and accountability for his/her department. The main duties of the Chair are as follows:

- Provide formal input to the administration after consultation with the departmental peers on all recommended policy and administrative changes which could affect the department's operations.
- Respond to requests for departmental input from governance groups and university offices such as ARD, Student Affairs, Provost's Office, Human Resources, etc.
- Effectively communicate with other academic departments to ensure co-operation in maintaining an integrated university curriculum, as well as reaching the mission, goals and strategic objectives of the University.
- Prepare and submit to the Dean, the Department's Annual Report.
- Submit the annual staffing proposals to the respective dean.
- Submit the annual budget proposal and monitor the budget.
- Implement and monitor the compliance of the department to AUK policies and regulations.
- Facilitate departmental curriculum revisions and implementation.
- Facilitate the deployment of material and human resources by developing class schedules and teaching assignments.
- Serve as the primary departmental contact for institutional advancement, recruitment, and retention efforts.
- Schedule and preside over department meetings at least twice per month.
- Co-ordinate the efforts of faculty search/screen committees.
- Promote a team effort within the department for addressing departmental and institutional issues.
- Facilitate implementation of revisions in catalog copy, web sites, policies which address departmental curriculum issues.
- Work to maintain civility and respect among faculty, faculty/students, and faculty/university offices.
- Help to informally mediate conflicts between departmental faculty members.
- Manage student grade appeals and complaints

#### Compensation:

Department Chairs shall receive compensation in accordance with the Faculty Workload Policy. The nature and amount of compensation—whether in the form of course release, stipends, or other benefits—will be determined based on the established provisions outlined in the Faculty

Workload Policy, and may vary depending on the size and needs of the department.

**5. Timeline and Communication/Implementation Plan:**

Activity	Responsibility Party	Timeline	Details
<b>Communication to Colleges and Departments</b>	Provost Office	November, 2025	The Deans will communicate the policy to their respective departments and provide a briefing to current Department Chairs and faculty.
<b>Orientation and Training</b>	Provost Office	November, 2025	An orientation session will be conducted by the Provost's Office for all current and incoming Department Chairs to explain the new policy, timeline, procedures, and expectations
<b>First Implementation Cycle</b>	Deans	Spring 2026	Deans will initiate the nomination and consultation process in accordance with the new procedures.
<b>Ongoing Monitoring and Feedback</b>	Deans, Academic Council	October, 2026	Feedback and suggestions for improvement will be submitted to the Academic Council for discussion and any necessary policy revisions.

**6. Related Documents:**

- [Policy of Faculty Workload](#)
- [Policy of Faculty Evaluation](#)
- [Policy of Conflict of Interest & Communication](#)

**7. Ways to Measure Success:** At the end of each academic year, each College should undertake a simple assessment to determine whether the Policy of Department Chair Rotation is working or if there is an associated problem. If a problem is identified:

- It should be addressed at the earliest opportunity as an agenda item for the Academic Council with a modification addressing the problem identified with a solution proposed and approved by consensus of the Council.
- Subsequently, before the end of the next academic year, the status of the Policy of Department Chair Rotation should be reviewed by the Academic with either adoption of the recent policy or further adjustments to address any problems.

**8. Policy History**

1. **Approved by:** Board of Trustees
2. **Adopted:** November 2, 2025