

Streamline Process for Selecting Department Chairs in the School of Education

Sunset Policies 83.34, 18.21, 18.22, 18.23, 20.39, 21.54

1. A new department chair shall be selected from among the department eligible faculty (all tenured faculty).
2. The Executive Associate Dean will send a standardized survey to all full-time faculty and full-time staff in the department, listing all the eligible faculty in the department. Faculty members may not remove their names from this list.
3. Respondents will rank their top three preferences among faculty on the list and, optionally, enter rationale and comments in a single text box at the end of the survey.
4. Responses from this survey will be returned to the current department Chair for tabulation. The department chair will solicit feedback from students on the front runners.
5. The current department Chair will forward advisory input to the EAD including:
 - a. Names of the top 3-5 candidates as determined by faculty/staff survey
 - b. Narrative characterization of the support each candidate enjoys, taking into consideration the faculty/staff vote and the input of the students