Streamline Process for Selecting Department Chairs in the School of Education (revision post Policy Council input 1/26/22)

1. A new department chair shall be selected from among the department eligible faculty (all tenured faculty with the exception of the outgoing chair).

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. Following tabulation, names of the top-ranked faculty members (3-5 as warranted by the tabulation) will be sent to all full-time faculty and full-time staff in the department who will rank their top three preferences from this list and, optionally, enter rationale and comments in a single text box at the end of the survey.

5. In parallel with step four, an optional open call of 1-2 weeks may be issued to students inviting input to the current chair on the 3-5 top-ranked faculty members who were circulated to the faculty and staff in step four.

6. 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 votes and any input that was solicited from the students

7. The Dean will chose the chair and then inform the department.