

Procedures for Selection of Departmental Chairpersons
Approved by the Policy Council 3/23/83 (Revision of 78.43)

- I. Each departmental faculty group shall generate a set of procedures for selecting nominees to be presented to the Dean for appointment as departmental chairperson.
- II. Criteria for the selection process shall be as follows:
 - A. The process for selection of the nominees shall be under the direction of the faculty of the department (as opposed to being done by administrators, secretaries, or others, for example).
 - B. Some mechanism(s) **MUST** be provided for each faculty member in the group to have input into the process. This process shall be specified in advance of the implementation of the selection process.
 - C. Other procedures to be used in the selection process shall be specified (also in advance) by the departmental faculty. These might include some of the following and/or others:
 1. How the faculty committee is to be constituted.
 2. How nominations will be obtained. (E.g., who is eligible for nomination? May persons self-nominate? May persons remove their names from a potential nominations list before the fact? Etc.)
 3. How will nominations be handled once they are obtained? (E.g., will faculty vote? Will committee members talk with potential nominees? How will the final list to be submitted to the Dan be constructed? Etc.)
- III. When the departmental chairpersonship becomes vacant, the following procedures will be set in motion.
 - A. The Dean will meet with the department involved to discuss the matter. Each faculty member will have access to a statement specifying the duties and responsibilities of the chairperson, whether by a document such as 78.69 (“Department Chairperson’s Position Duties and Responsibilities”), by a presentation from the Dean, or by some other means. The Dean may wish to present to the departmental faculty any issue of special relevance in the School or department which may bear on the chairperson in the upcoming period.
 - B. The procedures generated in items I and II above will then be implemented.
 - C. At an executive session of the Policy Council, the chairperson of the selection committee (or other faculty representative if the department elected not to use

a selection committee) will describe the procedures used for selecting the nominees. This report shall describe procedures for insuring that each faculty member had opportunity for input into the selection process as well as all other procedures used in the selection process. The Council will then consider these procedures for approval.

- D. A list of nominees will be presented to the Dean.
- E. After deliberation and discussion with persons nominated, the Dean will offer the position to one of the individuals nominated or, if in the Dean's judgment, none of the persons nominated should be appointed, or if those persons are not interested in assuming the responsibilities, the Dean will ask the faculty of the department to provide additional names following the procedures above.