

Procedures for Selection
Of
The Chair of Counseling and Educational Psychology
2004-2005

The Counseling and Educational Psychology Department proposes the following procedure for its upcoming chair selection process. This procedure worked well in the last two or three chair selection processes in the department.

- 1) All full and associate professors in the department are listed.
- 2) All faculty members in the department rate each person listed, using the following response categories: Preferred, Acceptable, Not Acceptable.
- 3) A committee tallies the responses, using one or more weighting system, paying some attention to the Not Acceptable ratings.
- 4) Leading candidates' names are forwarded to the Dean, with a summary of the tallied data. If some faculty members wish to be removed from consideration, the department believes that this decision is better made near the end of the process than at the beginning.
- 5) A search and screen committee will be appointed by the Chair of the Counseling and Educational Psychology Department. The committee will consist of 3 faculty members, representing the various departmental program areas.