

Procedures for Selection Of
The Chair of Counseling and Educational Psychology
2017-2018

The Counseling and Educational Psychology Department proposes the following procedure for its upcoming chair selection process.

- 1) All full and associate professors in the department are listed on a ballot and distributed to the faculty.
- 2) All faculty members in the department rate each person listed, using the following response categories: Preferred, Acceptable, Not Acceptable and a brief justification if necessary. Ballots will be returned to the department administrator who will tally the results (including justifications and comments).
- 3) A search and screen committee will be appointed based on recommendations from the program coordinators and approved by the Executive Associate Dean. The committee will consist of 4 faculty members, representing various departmental program areas.
- 4) The search and screen committee reviews the tallied responses and comments, paying some attention to the “Not Acceptable” ratings.
- 5) 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.