Instructional Systems Technology

Guidelines for Department Chair Selection

October 20, 2017

All tenured faculty, tenure probationary faculty, and clinical faculty can participate in the chair selection of the department.

IST tenured faculty: Bonk, Boling, Brush, Cho, DiSilvestro, Glazewski, Hitchcock, Leftwich

Faculty previously serving as Chair: Boling, Brush

Nomination Process

- The departmental faculty will have open meetings to discuss possible candidates and procedures. Meetings can occur via e-mail, phone, in-person, or a combination thereof.

- The department will nominate a minimum of three candidates **(SEE CANDIDACY)** and proceed with a vote **(SEE VOTING PROCEDURES)**.

Candidacy

- Each candidate must be tenured in order to be eligible for the IST Chair position.

- Each candidate can write an optional paragraph detailing his/her strengths as a future leader of the department. This information will be disseminated to voting participants.

- Each candidate can NOT decline nomination.

Voting Procedure

- The department will designate a day and a time for all participants to cast their votes.

- Faculty members will vote by secret ballot. A drop box will be placed in a monitored location.

- Voting members will cast their votes by indicating their choice for chair.

- All participants in the voting process will be asked to place their initials on a roster as they cast their votes. However, participants who are unable to vote in person may vote via e-mail, proxy, or phone.

- Votes will be counted during a department meeting. Each of the candidates will be ranked in terms of the number of votes that he or she received.

- The Dean and voting participants will be sent vote totals and summaries of reasons for supporting candidates. A minimum of two candidates will be sent to the Dean for consideration.