

## DEPARTMENT CHAIRS

### APPOINTMENTS

Each Chair shall be appointed by the Dean in consultation with the departmental faculty, subject to the approval of the Provost and the President, in accordance with University and System policies and procedures.

### TERM OF APPOINTMENT

A Department Chair is normally appointed on a twelve-month basis(0.875 FTE), normally for a four-year term. Chairs in their fourth year of service will be reviewed by the Dean and possibly reappointed.

### SELECTION PROCEDURES

There are four options for selecting a Department Chair: (1) reappointment of the incumbent, (2) appointment through a national search process, (3) appointment from within the department following an advisory nomination, and (4) appointment by the Dean of an acting chair for a specific term.

All nominations and recommendations (including recommendations made by the department members) concerning these appointments are advisory to the Dean.

1. Reappointment of the Incumbent Department Chair
  - a. No later than November 1st of the last full year of the term of office, the incumbent must notify the Dean whether or not reappointment is desired.
  - b. If the incumbent wants to be considered for reappointment, the Dean shall conduct a review of the incumbent's performance prior to December 1st of the final year of the incumbent's term of office.
  - c. The Dean shall consult with eligible members of the department concerning the Chair's performance.
  - e. By December 15th the Dean shall make a recommendation regarding the reappointment of the incumbent chair to the Provost.
2. Appointment of a Non-Incumbent Through a National Search
  - a. If the Dean selects a national search, the Dean will appoint a Search and Screening Committee and select its chair.
  - b. University employment procedures will be followed.
  - c. Internal candidates may apply.

- d. Department faculty may participate in interviewing candidates invited for interviews.
- e. If the search process does not yield a candidate acceptable to the Dean, the Dean may reopen the search with the same committee or name a new committee, or authorize the Department to nominate candidates from within the department according to procedures outlined in Section 3.

### 3. Appointment of a Non-Incumbent From Within the Department

- a. If the Dean selects an internal search, the Dean will set the date, time, and place for an advisory ballot through which the department will nominate candidates from among tenured and tenure-track faculty members.
- b. Candidates and all participants in advisory balloting must be tenured or tenure-track faculty members.
- c. Permission of nominees must be received prior to tendering their nomination.
- d. Nominations may be made on the first, or any succeeding ballot, by tenured and tenure-track faculty. Votes will be by secret ballot.
- e. Any nominee may withdraw at any time by personal request.
- f. Any tenured and tenure-track faculty member who cannot be present at the meeting for a reason acceptable to the Dean may participate by arranging with the Dean prior to the election to vote absentee. Absentee ballots must be received on or before the stated election time.

### 4. Appointment of an Interim (Acting) Chair

An Acting Department Chair is appointed by the Dean in accordance with procedures established by the College, and with the approval of the Provost and the President.