

Section 622.6.2 of the Administrative Manual:
Appointment and Evaluation of Department Chairs
(Approved June 6, 2018)

622.6 Appointment and Evaluation of Department Chairs.

1. Term of Office.

The term of office for Department Chairs shall normally be three years. A department may submit alternative policies specifying terms of a different length to the Personnel Planning and Review Committee. At the end of a term of office, the Department Chair position shall be considered to be vacant. The vacancy shall be filled by the Appointment Procedures that follow.

2. Appointment Procedures.

a. Search and Screen Committee.

(1) In anticipation of the end of a Department Chair's term, or in the event of a vacancy for other reasons, the Dean shall call a meeting of the Department faculty for the election of a committee of three to five tenured teaching faculty to serve as a Search and Screen Committee. Where such a committee cannot be formed, the Dean will so advise the College Personnel Committee, which will determine the appropriate action. The first meeting of the Search and Screen Committee will be called by the Dean or a designee.

(2) Members of a Department faculty who will not be reappointed, who are on terminal notice, or who have resigned or accepted another full-time position elsewhere will not vote in the election of, nor serve on, the Search and Screen Committee.

b. Nomination of Candidates.

The Search and Screen Committee will solicit candidates for the position of Department Chair. Nominations, including self-nominations, for the position of Department Chair will be put forward by any member of the department's tenure track faculty. All candidates will have indicated a willingness to serve. A Search and Screen

Committee member who becomes a candidate will resign and be replaced.

c. Departmental Advisory Vote and Certification.

The Department Search and Screen Committee will conduct an advisory vote to allow the Department's tenure track faculty to indicate their preference for Department Chair. The Department Search and Screen Committee will tabulate and advance the number of votes received by each candidate, on the advisory ballot, along with its certification of the process to the Dean of the College.

d. Responsibilities of the College Dean.

The Dean will provide opportunities for full-time faculty in the department to have conferences with the Dean concerning the selection of a new chair. After these conferences, the Dean of the College will transmit to the President of the University a recommendation by the Dean and the results of the department faculty's advisory vote.