

Chair Designation Procedure

If there is a vacancy for the position of Chair of an academic department, the Dean shall notify all faculty members of the Department as to the schedule for the submission of applications. Full-time tenured and tenure-track faculty members of the Department who wish to apply for the position shall forward a letter of intent to the Dean. If the vacancy persists within an academic department, the Dean may invite qualified faculty from other departments to apply. In addition, the position of Chair may be offered to a new hire.

The applicant(s) for the position will be reviewed initially by a departmental screening committee of at least 3 members, elected by all full-time faculty and professional staff of the department. Members of the departmental screening committee may consist of tenured and tenure track faculty as well as lecturers not including the applicant(s) and the current Chair. If fewer than 3 eligible members are available, additional members may be nominated from other departments in the same School for the purposes of this election. The departmental screening committee will review applications, interview all candidates, and poll the full-time faculty and professional staff of the department regarding the applicants, then refer the applications with a recommendation to the Dean and/or the Associate/Assistant Dean of the School in which the Department is located. Each of the applicants will be interviewed by the Dean and/or the Associate/Assistant Dean and by the Provost (or designee), as well as the Chair of the departmental screening committee or designee, after which a recommendation will be forwarded to the President.

The President shall designate Department Chairs. Such designation shall be for any period of up to three years. To encourage the exploration of leadership succession, Chairs are recommended to serve a maximum of three terms. The President may relieve a Chair of their duties at any time.