

Policy Number: 202	Effective Date: 23 June 1986
Policy Title: Selection of Academic Deans, Department Chairs and Program Directors	Revised: 2 November 1998; 1 May 2006; 1 July 2010; 27 January 2012; 4 February 2016
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SELECTION OF ACADEMIC DEANS, DEPARTMENT CHAIRS AND PROGRAM DIRECTORS

A. A Program Director shall not also be a Department Chair, nor shall either a Program Director or Department Chair be an Academic Dean, except in extraordinary circumstances when recommended by the Provost and approved in writing by the President of the University.

B. Program Directors, Department Chairs and Deans are appointed to their administrative positions at the will and pleasure of the President in consultation with the Provost and Dean (in the case of Program Directors and Department Chairs only) and in light of evaluations submitted by the unit faculty and/or of any screening committee recommendation.

C. SELECTION OF ACADEMIC DEANS – When the Provost does not recommend reappointment and/or when the President does not reappoint, or when vacancies in the office of College/School Dean occur, the Provost shall initiate the formation of a College/School screening committee. In such cases, the Provost has the option to appoint an Interim Dean. The Provost shall consult with the faculty of the College/School concerning his/her choice of an Interim Dean, who generally will serve no more than one year in the temporary capacity. Serving as an Interim Dean for longer than one year requires the approval of the Provost and President.

1. The full-time faculty in a college or school shall have the option of serving as the screening committee or of electing a screening committee from this group, with representation from each program and department. Faculty who intend to be candidates and those who are on official leave may not serve on the screening committee. The committee shall elect a chair.

2. There shall then commence a specified time period for initiation of a search and submission to the chair of the screening committee of letters of application, vitae, and other pertinent information. If a faculty opening exists within the college or school, the search may include external candidates.

3. After the deadline for applications has passed, the screening committee shall review credentials, select the candidates to be interviewed, and interview candidates.

4. The Provost, as a part of the selection process, may review applications at any time.

5. At the conclusion of the search process, the screening committee shall cast a secret ranked poll. The committee shall then submit to the Provost an unranked list of up to three candidates the committee feels meet the search criteria, accompanied by a narrative assessment of the candidates, indicating their strengths and weaknesses.

6. The Provost shall make a formal recommendation to the President, who may appoint a Dean.

7. If the President does not wish to appoint a Dean from the candidates recommended by the screening committee, he/she shall order the committee to reconvene in order to recommend a different group of candidates or to reopen the search process.

D. SELECTION OF DEPARTMENT CHAIRS — When the Dean does not recommend reappointment and/or when the President does not reappoint, or when vacancies in the office of Department Chair occur, the Dean shall initiate the formation of a departmental screening committee. In such cases, the Dean has the option to appoint an Interim Department Chair with the approval of the Provost. The Dean shall consult with the faculty of the department concerning his/her choice of an Interim Department Chair, who generally will serve no more than one year in the temporary capacity. Serving as an Interim Department Chair for more than one year requires the approval of the Dean and Provost.

1. The full-time faculty in a department shall have the option of serving as the screening committee or of electing a screening committee from this group. Faculty who intend to be candidates and those who are on official leave may not serve on the screening committee. If a department has fewer than four faculty members eligible to serve on the committee, the Dean shall appoint full-time faculty from within the college in order to bring the number of committee members to a minimum of four. The committee shall elect a chair.

2. There shall then commence a specified time period for initiation of a search and submission to the chair of the screening committee of letters of application, vitae, and other pertinent information. If a faculty opening exists within the department, the search may include external candidates.

3. After the deadline for applications has passed, the screening committee shall review credentials, select the candidates to be interviewed, and interview candidates.

4. The Dean and Provost, as a part of the selection process, may review applications at any time.

5. At the conclusion of the search process, the screening committee shall cast a secret ranked poll. The committee shall then submit to the Dean an unranked list of up to three candidates the committee feels meet the search criteria, accompanied by a narrative assessment of the candidates, indicating their strengths and weaknesses.

6. The Dean shall make a formal recommendation to the Provost concerning the appointment of the Department Chair.

7. The Provost shall make a formal recommendation to the President, who may appoint a Department Chair.

8. If the President does not wish to appoint a Department Chair from the candidates recommended by the screening committee, he/she shall order the committee to reconvene in order to recommend a different group of candidates or to reopen the search process.

E. SELECTION OF PROGRAM DIRECTORS — When the Dean does not recommend reappointment and/or when the President does not reappoint, or when vacancies in the office of Program Director occur, the Dean shall initiate the formation of a program/departmental screening committee. In such cases, the Dean has the option to appoint an Interim Program Director with the approval of the Provost. The Dean shall consult with the faculty of the department/ program concerning his/her choice of an Interim Program Director, who generally will serve no more than one year in the temporary capacity. Serving as an Interim Program Director for more than one year requires the approval of the Dean and

Provost.

1. The full-time faculty in a program shall have the option of serving as the screening committee or of electing a screening committee from this group. Faculty who intend to be candidates and those who are on official leave may not serve on the screening committee. If a program has fewer than four faculty members eligible to serve on the committee, the Dean shall appoint full-time faculty from within the college in order to bring the number of committee members to a minimum of four. The committee shall elect a chair.
2. There shall then commence a specified time period for initiation of a search and submission to the chair of the screening committee of letters of application, vitae, and other pertinent information. If a faculty opening exists within the program, the search may include external candidates.
3. After the deadline for applications has passed, the screening committee shall review credentials, select the candidates to be interviewed, and interview candidates.
4. The Dean and Provost, as a part of the selection process, may review applications at any time.
5. At the conclusion of the search process, the screening committee shall cast a secret ranked poll. The committee shall then submit to the Dean an unranked list of up to three candidates the committee feels meet the search criteria, accompanied by a narrative assessment of the candidates, indicating their strengths and weaknesses.
6. The Dean shall make a formal recommendation to the Provost concerning the appointment of the Program Director.
7. The Provost shall make a formal recommendation to the President, who may appoint a Program Director.
8. If the President does not wish to appoint a Program Director from the candidates recommended by the screening committee, he/she shall order the committee to reconvene in order to recommend a different group of candidates or to reopen the search process.