Selection of Academic Deans, Department Chairs, And Program Directors

UNIVERSITY POLICY #202

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President's Signature: On File

SECTION 1: Purpose and Scope

1.1 This Policy describes the process for the selection and appointment of Academic Deans, Department Chairs, and Program Directors.

1.2 This Policy applies to all academic colleges and departments. The appointment process outlined in this Policy is to be followed during the selection for all Academic Dean, Department Chair and Program Director positions conducted by WLU.

SECTION 2: General Provisions

2.1 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.

2.2 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.

2.3 Nothing in this Policy shall be construed as the President of the University abdicating any authority to appoint and dismiss Deans and other administrators who serve at the will and pleasure of the President. The President and/or Provost may appoint interim Academic Deans, Department Chairs, and Program Directors. Further, there is nothing in this Policy which affects the academic tenure of any Dean or other academic administrator.

SECTION 3: Selection of Academic Deans

3.1 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 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.

3.2 The Screening Committee must include, but is not limited to, representation from faculty, staff, students and administration (including an Academic Dean) unless an exception is approved by the President. The faculty shall elect faculty representatives from their college or school. Faculty who intend to be candidates and those who are on official leave (sabbatical, leave of absence, etc.) may not serve on the Screening Committee. The committee shall elect a chair.

3.3 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.

3.4 After the deadline for applications has passed, the Screening Committee shall review credentials, select the candidates to be interviewed, and interview candidates.

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

3.6 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.

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

3.8 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.

SECTION 4: Selection of Department Chairs

4.1 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.

4.2 The Screening Committee may include, but is not limited to, representation from faculty, staff, students and administration. The faculty shall elect faculty representatives from their college or school. Faculty who intend to be candidates and those who are on official leave (sabbatical, leave of absence, etc.) may not serve on the Screening Committee. The committee shall elect a chair.

4.3 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.

4.4 After the deadline for applications has passed, the Screening Committee shall review credentials, select the candidates to be interviewed, and interview candidates.

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

4.6 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.

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

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

4.9 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.

SECTION 5: Selection of Program Directors

5.1 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.

5.2 The Screening Committee may include, but is not limited to, representation from faculty, staff, students and administration. The faculty shall elect faculty representatives from their college or school. Faculty who intend to be candidates and those who are on official leave (sabbatical, leave of absence, etc.) may not serve on the Screening Committee. The committee shall elect a chair.

5.3 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.

5.4 After the deadline for applications has passed, the Screening Committee shall review credentials, select the candidates to be interviewed, and interview candidates.

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

5.6 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.

5.7 The Dean shall make a formal recommendation to the Provost concerning the appointment of the Program Director.

5.8 The Provost shall make a formal recommendation to the President, who may appoint a Program Director.

5.9 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.