

Procedures for Selection
of
The Chair of Curriculum and Instruction
2003-2004

04.18

- 1) *Appointment of Search and Screen Committee:* A search and screen committee will be appointed by the Chair of Curriculum and Instruction with the approval of the C&I Degree Program Coordinators' Committee. The committee will have three (3) faculty, one (1) staff and one (1) graduate student for a total of five (5) members.
- 2) *Position Description and Statement of Qualifications:* The committee will prepare a draft of a position description and a statement of qualifications for the chair's position and distribute the draft to the faculty and staff. Based on comments received, the committee may revise the description and statement of qualifications.
- 3) *Nominations:* The committee will solicit nominations for the chair position. All tenured faculty in the department (except for the current chair) will be eligible for the nomination. Those nominated will be asked not to decline the nomination until after the selection process is complete and the Dean has interviewed the top candidates. Nominations from faculty, staff, students and self-nominations will be accepted.
- 4) *Screening of Candidates:* The committee will compile the nominations and identify appropriate candidates. The committee will review the curriculum vitae of the candidates, conduct interviews, and solicit comments on each candidate from faculty, staff and students. Based on these screenings, the committee will compile a short list of candidates and ask all tenured and tenure track faculty and all staff in C&I to rank the candidates on the short list. Note that faculty and staff rankings will be compiled separately and the results will be known only to committee members.
- 5) *Final Recommendations to the Dean:* The committee will send the names of candidates (at least two (2)) who have strong support across the department to the Dean. The committee may, if it so chooses, rank the final candidates or provide a written review of the strengths and weaknesses of each. The names, but not any ranking or commentary on the candidates, will be made public at the time the names are sent to the Dean.

November 2003