

Procedures for Selection of the Chair of Curriculum and Instruction

- 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 four (4) faculty, one (1) staff, and one (1) graduate student for a total of six (6) members. At least two of the four faculty members of the search committee should be tenured at the full or associate level. The committee should also be as diverse as possible. Gender, race, years of employment at IU, tenure/clinical appointment, age, rank, and program area should be taken into consideration when selecting faculty to serve on this committee. In the event of a failed search, a new committee will be constituted.
- 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 faculty, staff, and graduate students. Based on the comments received, the committee may revise the description and statement of qualifications.
- 3) *Nominations:* The committee will solicit nominations for the chair position. The committee will compile a list of candidates. All tenured faculty in the department (except for the current chair) will be eligible for the nomination. However, those nominated will not be able to decline the nomination although the committee may take candidate wishes into account when it makes decisions on whom to include in further screening.
- 4) *Initial Ranking of Candidates.* Faculty, staff, and graduate students will be asked to rank their top four (4) nominees from that list (using "1" for first preference). Rankings will be done via an on-line survey. A comments section will be included on the on-line form. Faculty, staff, and student rankings will be compiled separately and weighted differently. The compiled rankings and comments about the candidates will be known only to committee members.

After the initial rankings are compiled, the committee will forward the names of the top four to seven candidates to all faculty, staff, and graduate students in the department and request another rank ordering. The second set of rankings will again be compiled separately and weighted differently. The committee will identify appropriate candidates based on the second set of ratings, and then review the curriculum vitae of each candidate. Based on these screenings, the committee will select up to seven candidates and confirm whether each is interested in the position. At this point, candidates may decline, if they are not interested.

- 5) *Final Screening of Candidates:* The committee will then interview the interested candidates and compile a short list to be submitted to the Dean. The names of the interested candidates will be sent to faculty, graduate students, and staff.
- 6) *Final Recommendations to the Dean:* The committee will send the names of two or more candidates who have strong support across the department to the Dean. The committee will provide a written review of the strengths and weaknesses of each candidate. The committee may decide whether or not to rank order these names.