

**Process for Selecting the Chair of the Department of
Educational Leadership and Policy Studies**

(revised by ELPS on January 21, 2011)

1. The new department chair for ELPS shall be selected from within the current department faculty.
2. The current ELPS department chair will send an e-mail message seeking nominations from all IUB and IUPUI ELPS faculty members (including part-time, clinical, and visiting faculty). All tenured faculty members in the department are eligible for nomination. Faculty members may self-nominate.
3. Faculty members may not remove their names from potential nomination.
4. Nominations will be returned to the Executive Associate Dean, IUB, who will prepare a ballot listing the names of those who have been nominated. Ballots will be sent to all full-time ELPS faculty members who will be asked to rank their top three preferences among all nominees. Ballots will be returned to the Executive Associate Dean for tabulation.
5. The results of the tabulation will be shared with the current ELPS chair, who will report the findings to the faculty members in the department. If a clear ranking of the top three to five candidates does not emerge from the balloting process, the entire faculty will meet to prepare a ranked list of at least three nominees to recommend to the Dean.