

Appendix F

Procedures for Selection, Retention, and Replacement of Department Chairs

I. General Overview and Definitions

In view of the joint faculty-administration role of department chairs, university interests dictate that the departmental faculty as well as the university administration participate in decisions relating to their selection and retention. A department cannot be fully effective unless the chair enjoys the support, both initially and on a continuing basis, of the permanent members of the departmental faculty, as well as the university administration.

Accordingly, four procedures are described below: (Section II) Selection of Chair; (Section III) Periodic Review of Chair; (Section IV) Replacement of Chair; and (Section V) Replacement of Retiring Chair. These procedures refer only to academic units of the university that are departments and not to schools, institutes, colleges, or other university units.

The term *departmental committee* refers to all tenured department members and all members with the rank of assistant professor or higher of a department (including the chair, if one exists). To foster independent administrative and faculty review in the selection, retention, and replacement of department chairs, academic deans who are not academic unit heads, the Provost, and the President are not eligible for membership on a departmental committee and shall not participate in its deliberations. The term *modified committee* denotes the departmental committee exclusive of the chair.

None of the procedures described below are intended in any way to limit the right of the individual faculty member to confer with members of the administration.

II. Procedures for Selection of a Chair

A. When a vacancy in a departmental chairship exists or is imminent, the appropriate dean shall form a search committee for the purpose of identifying and screening suitable candidates for recommendation to the administration. The search committee may appoint subcommittees to perform specific tasks and report back to it. It should confer from time to time with administrative officers and with the departmental faculty. Funds to cover the cost of a search should be provided by IIT outside the regular departmental budget. The search committee shall be composed as follows:

1. three members (four from departments with 10 or more faculty members) elected by the modified committee;
2. a faculty member, usually an academic unit head external to the department, who will serve as chair of the search committee;
3. a member external to the college or school, either from IIT or from the profession, external to IIT;
and

4. the members described in Subsection II.A.2. and Subsection II.A.3. are appointed by the college dean, in consultation with the departmental faculty, subject to veto by a vote of two-thirds or more of the modified committee.
- B. Candidates recommended to the administration must have the approval of two-thirds of the members of the departmental committee that have voted “yes” or “no”. The non-tenured track full-time members must be invited to participate in the meeting at which this vote is taken and may be invited to participate in other deliberations. The faculty-elected members of the search committee, as described in Subsection II.A.1., will have the responsibility of keeping the departmental faculty informed of the search committee’s decisions. At least two candidates will be recommended to the administration.
- C. The candidate will be offered the chairship when the college dean and the Provost concur with the recommendation of the search committee and the departmental committee.
- D. Any search not concluded within 12 months of the formation of the search committee will be deemed a failed search and terminated as of such date.

III. Procedures for Periodic Review of Chair

- A. A chair is appointed to that post for a period of one year at a time; five such appointments in sequence constitute a term. A chair, upon initial appointment for any term, may expect to serve for a full term, unless a shorter period is explicitly specified at the time of such initial appointment; however, he or she may be relieved by the appropriate dean or in accordance with Section IV below. Renewal for subsequent terms shall occur in accordance with the procedures below.
- B. At the beginning of the second semester of the year prior to the last year of the chair’s term, the chair shall indicate to the appropriate dean whether or not he or she wishes to continue in the post after expiration of the term. Upon negative indication, the procedures of Section II shall be initiated. Upon positive indication, the dean shall convene the modified committee.
- C. The modified committee’s first step shall be to meet with the chair to secure such information as he or she wishes to present.
- D. Thereafter, the modified committee, through as many meetings as are needed and with such consultation with other members of the department, students, and the chair as it deems necessary, shall arrive at its decision. Such decision shall be deemed favorable to renewal when more than one-half of the membership votes for retention. In the event that the decision is against retention, another meeting with the chair must be held to discuss the matter; thereafter the modified committee shall vote again.
- F. The outcome of the final vote shall be reported to the chair and the dean; such report must be made prior to the close of the semester and, if negative, it must include an indication of the reasons for the action.
- G. The dean shall act promptly in concurring with or rejecting the departmental recommendation, except that it is expected that the administration will not reject a three-fifths or greater vote against retention by the modified committee. The chair shall then be informed by the dean concerning renewal or non-renewal of his or her term. In the event of non-renewal, the procedures of Section II shall be initiated, although the chair may serve until the end of his or her term. If the selection of a successor has not been effected by that time, the modified committee has the option of requesting the dean to extend the chair’s

term temporarily or to request the appointment of an acting chair (acceptable to the departmental committee by majority vote) for the duration of the selection process.

IV. Procedures for Replacement of a Chair

- A. Upon a written petition to the dean signed by two-thirds of the members of the modified committee and requesting replacement of a chair, the dean shall convene a meeting of the committee together with the chair to discuss the petition and the reasons for it. At the close of this meeting or an adjournment thereof, the modified committee shall meet again (without the dean) to vote on the issue. A vote of one-half or more of the modified committee in support of the chair shall terminate the proceeding. Otherwise, the dean shall make arrangements to relieve the chair of his or her duties as chair and to initiate the procedures of Section II. Should the dean reject the departmental recommendation, the reasons for such rejection shall be provided, except that it is expected that the dean will not reject a three-fifths or greater vote against retention by the modified committee.
- B. The dean may relieve a chair of his or her duties as chair at any time during the term, after discussion with the chair and after informing the modified committee of this contemplated action and providing reasons therefore. The procedures of Section II then shall be initiated.

V. Procedure for the Replacement of a Resigning Chair

In the event of the impending resignation of a chair, the procedures of Section II shall be initiated a sufficient time in advance of the date of resignation to ensure a smooth transition for the change in departmental leadership.

VI. Procedures When a Search Is Unsuccessful

In the event two consecutive searches undertaken pursuant to Section II fail to result in the appointment of a chair, the results of both such searches shall be forwarded to the Chair of the UFC, and the UFC shall thereafter review and resolve the search as the UFC deems appropriate given the particular circumstances of the search.