

Selection and Periodic Review of Academic Administrative Personnel

Selection

Chairs

When a vacancy for the position of department chair exists, it may occur simultaneously with a job opening in the department or it may occur when a chair will no longer serve in that capacity but will remain in the department as a member of the faculty. In both cases, however, the college/school dean will notify the department concerning a vacancy or an impending vacancy.

a. Vacancy Occurring Simultaneously with a Job Opening

The search committee will be composed of at least eight members. The dean of the school or college in which the department is located will ask the departmental faculty to elect the search committee will be composed of at least eight members. The dean of the school or college in which the department is located will ask the departmental faculty to elect five of their own tenured members from the department. If there is less than five tenured faculty in the department, the departmental faculty will choose the remaining members from full-time members of the department. If there are less the five full-time faculty of any designation within the department, then the additional requisite committee members will be chosen by the departmental faculty from full-time faculty from outside the department. The department has the option of selecting one undergraduate or graduate student majoring in the department as one of the five designees. three of their own full-time, tenured or tenure track members and one tenured faculty member from outside the department to serve on a search committee. In addition, the department faculty will choose one undergraduate or graduate student majoring in the department to serve on the committee. The dean will appoint three additional members of the search committee. If the members chosen by the departmental faculty happen not to be sufficiently diverse in any way, the dean will use his/her appointments to ensure diversity of the search committee. The dean will name as chair of the search committee a committee member who is tenured and not a member of the department.

If the dean and/or department wish to establish a committee larger than the minimum of eight, this may be done as long as at least 60 percent of the voting members are chosen by the departmental faculty either from within the department's membership or from outside it, following the previously cited criteria. Additional members may include additional tenured/tenure-track faculty, additional students, clerical/support staff, administrative staff, retirees, practitioners, community members, persons with special expertise, etc. Individuals who wish to be considered for the vacancy will not serve on the committee.

The dean will meet with the search committee and full-time departmental faculty to discuss mutual expectations and needs regarding

the department chair. The search committee and full-time departmental faculty will be involved in developing the job description and advertisement for the chair's position. The search committee will seek input advice from all the faculty in the department throughout the search and from others as desired, screen candidates for the position, and submit to the dean the names of two or more candidates who they think are best fitted for the position for further consideration. Interviews, if held, will include, at a minimum, meetings with the dean, the search committee, and full-time departmental faculty. If the dean agrees, the committee may submit the name of only one candidate. Candidates may or may not be ETSU faculty.

After the interview process, appropriate reference reviews, and other due diligence, if the dean finds one or more nominations from the search committee acceptable, the dean will consult with the faculty concerning the preferred candidate(s) and determine that these are acceptable to the majority of the departmental faculty. One acceptable candidate will then be recommended by the dean to the appropriate vice president who, if in agreement, will recommend a nominee to the president. If the dean's nominee is disapproved, the dean may submit other nominations made by the committee. If none of the committee's nominees is acceptable to the dean, or if all of the dean's nominees are disapproved, the dean may request that the committee submit additional names for consideration (and for review and approval by the majority of the department) or may terminate the search and institute procedures for a new search.

When a nominee has been approved by the President, the department will be advised by the dean. Vacancies will be filled as expeditiously as is feasible. If for any reason a chair's position is left vacant pending the appointment of a new chair, the dean of the school/college will, after seeking the advice of the department and with the concurrence of administrative superiors, appoint an acting interim chair to serve during the interim.

b. Vacancy Occurring Without a Job Opening

Prior to the selection of a search committee the dean will obtain from the President, via the appropriate vice president, a statement as to whether or not an additional position can be created within the department. If a new position is created, the dean will appoint a committee according to the guidelines in section "Chairs" above. If a new position is not created, the dean will appoint a committee according to the same guidelines with the added restriction that the search must be confined to the present members of the faculty.