**CLAS Unit Head Selection and Evaluation Guidelines**

Shared Governance Policy, 6.01:

B. *The authority to appoint the unit head is vested in the dean of the college. When there is a vacancy in the position of unit head, the faculty of the unit shall meet, and, after deliberating among themselves and in consultation with the dean, shall recommend a nominee or nominees for appointment as unit head. Normally, the dean appoints the nominee recommended by the unit. Should the dean appoint a unit head who has not been recommended by the unit faculty, the dean shall communicate his or her rationale to the unit. If the unit is not able to make a nomination, the dean shall make an appointment.*

**Selection/Recommendation Procedure**

* Each unit should develop its own unit head selection procedure, approved by the faculty and filed with the dean.
* Any changes to the unit’s selection procedure must be approved by April 15 of the second year of the incumbent unit head’s three-year term.
* Considerations in developing a unit head selection procedure:
  + Will the process be conducted/supervised internally (e.g., by the current or a former unit head, or by a senior faculty member) or externally (e.g. by a senior faculty member in another unit, or by an associate dean)?
  + When does a new unit head term begin--Spring, Summer, or Fall semester? Will a new unit head be available for training prior to this date?
  + Are faculty allowed to self-nominate?
  + Nominees should confirm their willingness to serve.
  + May unit heads take a sabbatical during their term as unit head?
  + Nominees should prepare a statement of their qualifications and goals (and possibly their sabbatical plans?).
  + A unit forum or meeting where candidates discuss how they foresee serving the department and take questions
  + Voting by secret ballot; what to do if there is one candidate (simple majority yes/no?), two candidates (majority?) or more than two (a run-off, nominee must get simple majority?).
  + The voting process and final vote tally for nominee is reported to the dean.
  + What will the unit do if the dean does not accept the first nomination?
* The Provost must approve any search for an external chair.  A unit wishing to request one would need to demonstrate that compelling strategic objectives could only be addressed by an external search.

**Dean Approval**

Normally, the dean appoints the nominee recommended by the unit. If the unit is not able to make a nomination, the dean shall appoint a unit head or interim unit head. New unit heads are encouraged to attend a national new chair workshop after their appointment, and will participate in college’s new unit head orientations.

**Unit head Evaluation/Reappointment Procedure**

In the second year of the 3-year term:

* Winter: Units are encouraged to discuss departmental plans and goals for the next 3-4 years and what kind of leadership will be best suited to these.
* Any changes to the unit selection process must be approved by April 15.

In the third year of the 3-year term:

* Fall: The unit faculty may initiate their own 3-year review of the incumbent unit head, using whatever procedures they have agreed on. The unit must inform the dean by September 15 that this review will be undertaken, and what review procedure will be used. The review will result in a written statement that is shared with the unit head and the dean no later than November 1. The dean, using a process approved by the Faculty Council, may gather additional information about the unit head’s performance and append his/her own statement to the unit faculty’s statement, which will also be shared with the unit head and faculty no later than November 15. If the unitfaculty choose not to conduct their own 3-year review of the unit head, the dean, using a process approved by the Faculty Council, will gather information about the unit head’s performance and produce a written statement, which will be shared with the unit head and the unit faculty no later than November 15.
* Using its approved unit head selection/recommendation procedure, the unit will recommend to the dean by December 15 a nominee or nominees for appointment as unit head. This dean may approve an extension of this deadline.
* Winter: The dean will appoint (or reappoint) the unit head nominee no later than February 1.
* To ensure a smooth transition, the outgoing unit head should work closely with and/or train the incoming unit head prior to the beginning of the new unit head’s term of office.

**Timeline for Unit Head Selection and Evaluation**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Incumbent Unit Head Cycle Year 1** |  | **Incumbent Unit Head Cycle Year 2** |  | **Incumbent Unit Head Cycle Year 3** | **New Unit Head Cycle Year 1** |
| Fall |  |  |  |  | Evaluation by unit/unit & dean; completed by Nov. 15  Nomination and election process; completed by Dec. 15  Recommendation to dean | Transition training with incumbent (if necessary)  New unit head orientations (if necessary) |
| Winter |  |  | Departmental discussion about plans and goals for future  Any changes to selection process must be approved by April 15 |  | Appointment/Reappointment by dean; completed by Feb. 1  Transition training with incumbent (if necessary) |  |
| Spr/Sum |  |  |  |  | Transition training with incumbent (if necessary) |  |