

Brooks College Process for the Appointment of a New Academic Unit Head (Chair or Director) and Program Coordinator.

Terms of appointment are normally for three years, renewable after an evaluation for another three year term. The appointment process would normally begin in the fall semester of the last academic year of the current head's term.

- A. The Associate Dean or Dean's designee meets with the unit or program faculty and staff to discuss departmental or program trajectory and goals and desired qualifications of the next unit head, director or coordinator.

Feedback from this discussion is used in crafting a position description. The feedback is also summarized and provided to the unit's or program's faculty and staff.

The unit's or program's faculty and staff will determine the desired venue(s) for the discussion, e.g., individual meetings, meeting of the whole, etc.

- B. The unit or program determines:
 - (a) Who may be nominated or self-nominated as a candidate
 - (b) Who may nominate candidates, that is, what population will be invited to nominate candidates
 - (c) Who may vote on the candidates
 - (d) Who will be invited to provide feedback to the dean
 - (e) The documents that should be provided by candidates. Examples may include a current CV, vision statement for the program, statement of leadership philosophy, philosophy of teaching and scholarly/creative activity, and so forth.
 - (f) Venues and audiences for interacting with the candidate(s) qua candidate. Examples may include a brief presentation of vision and philosophy followed by Q&A to which those providing feedback will be invited.
 - (g) The nature of the feedback to be solicited from unit faculty and staff and other parties

Note: Since Brooks College programs vary in structure and mission, they may also vary in how they answer these questions.

- C. The Dean's office together with the unit or program crafts a position description and a statement of required and preferred qualities.
- D. The Associate Dean solicits nominations and self-nominations

The position description and required and preferred qualities for candidates accompany the invitation.

- E. Nominees are asked by the associate dean about their willingness to serve

- F. The Dean's office staff works with the department or program in scheduling venues for faculty, staff, and other interested parties to interact with the candidate(s) as candidate(s) and assists with the dissemination of the candidate's documents.
- G. The Dean's office staff solicits anonymous feedback from faculty, staff, and interested parties. All feedback is regarded as confidential and will not be shared with the candidates or unit faculty and staff. In the past the Dean's office has used survey monkey or some other web-based tool for obtaining feedback. Only those eligible to vote will be able to vote.

Those eligible to vote will have the opportunity to state whether they find a candidate acceptable, not acceptable, or to abstain. In the case of multiple candidates, there will be an opportunity to express a preference.

- H. The associate dean collates and summarizes the anonymous feedback in a confidential document for the dean.
- I. Normally the Dean will meet with the candidate(s) before making a decision. The unit head, director, or coordinator is appointed by the dean based on feedback from the unit or program faculty, staff, and other relevant individuals. To be appointed, a candidate must be acceptable to both the unit and the Dean. In the case of a coordinator who reports to a director, the director will also meet with candidate(s) and the Dean.