

PROCEDURE FOR SELECTION OF A CHAIR
DEPARTMENT OF BIOLOGICAL SCIENCE
(Optional implementation of the Bylaws)

Approved by secret ballot on April 22, 2011 by a majority of faculty members of the

Department of Biological Science

1. From the Department of Biological Science Bylaws:

“Prior to the expiration of a term of the Chair, or upon the office becoming vacant from another cause, the Executive Committee shall request, if the Dean has not already done so, that the Dean call for the formation of a Chair-Search Advisory Committee (CSAC) and appoint an outside member to that committee. The CSAC’s charge shall be to identify and obtain faculty approval of a nominee to be submitted to the Dean as the Department’s preferred candidate for appointment as the next Chair. This shall be done normally at the beginning of the third year of an incumbent Chair’s term.”

2. Typically, the Dean of the College of Arts and Sciences sends a memorandum to Chairs, advising them that their term as Chair expires at the end of next summer and requests that the Chair establish a Search Advisory Committee, and that the Dean be notified in writing of its members. The Dean will appoint one outside member to this committee. A copy of the College’s guidelines concerning search advisory committees is also sent to the Chair at this time.

3. The Chair reports on the memorandum received from the Dean at the next meeting of the department’s Executive Committee. The Chair leaves the meeting so that the Executive Committee may discuss the procedures. According to the Bylaws of the Department, “The Executive Committee (without participation by the incumbent chair) shall be responsible for assembling a nine member CSAC for approval by the Dean”

4. To avoid unnecessary fragmentation of the Department along area lines for the very important process of nominating departmental Chair candidates, the following procedure for assembly of the CSAC is recommended:

- Five of the six faculty members shall be nominated and elected at-large by the department as a whole with the nominee receiving the sixth highest number of votes to serve as the elected alternate.
 - Typically, the Executive Committee will ask the Elections Committee to conduct the nomination and election of the five elected members and one elected alternate for the Chair Search Advisory Committee. The Elections Committee would then send an email to the department's voting members (tenured and tenure track faculty members), requesting nominations for the CSAC. To ensure sufficient nominations for 6 electees, each voting member is requested to submit the names of three voting members as nominees, self-nominations being acceptable. Once nominations have been received, the Elections Committee conducts an electronic election and reports the result to the Chair of the Department and the Executive Committee.
 - The sixth voting faculty member of the committee shall be selected by the Executive Committee after evaluation of the balance of area and rank of the elected members, as designated in the department By-Laws.
 - The Executive Committee also shall select the non-voting staff member of the committee, who may be recommended by the incumbent Chair.
 - The graduate students shall elect one non-voting graduate student member of the committee.
 - The Executive Committee will submit the names of proposed CSAC members, identified by this process to the Dean for approval.
 - The Dean reserves the right to approve the suggested committee and add additional members, including a faculty member from outside the department. Approval by the Dean means that the CSAC committee is now charged with identifying and forwarding the name or names of Chair nominee(s) to the Dean for the Dean's final selection of the next Chair. According to departmental Bylaws, each Chair nominee forwarded to the Dean must be approved by two-thirds of the department faculty.
5. On approval by the Dean, the Executive Committee will ask the new Chair Search Advisory Committee to set up an organizational meeting, at which time they will select a chairperson and discuss their task. The Chair of this committee will request via email nominations of Full Professors for the position of Chair of the Department of Biological Science.
 6. Nominees will be contacted by the committee chair to confirm their interest in the departmental chair position and to establish the initial list of candidates.
 7. Issues for discussion with any or all of the candidates will be solicited from faculty, staff, and graduate students. All comments and questions should be signed and

submitted to the committee chair for review. This input will be forwarded to the selection committee by the committee chair, who will protect the anonymity of the persons submitting. Additional concerns may be communicated to the Dean's appointed outside-faculty-member for presentation to the committee. The outside member will protect the anonymity of the person submitting.

8. Candidates will meet with the CSAC committee.
9. The CSAC committee will review the option to shorten the candidate list if needed. A majority vote of 5 of the 7 voting members of the committee will be required to approve a candidate's retention on the ballot. Any such voting process will be confidential.
10. Candidates will meet with the Dean of the College of Arts and Sciences.
11. Candidates found acceptable to the Dean will make brief presentations to the department on their goals as potential chair. The CSAC committee will decide how those presentations should be made. Two examples, proposed and/or used in recent years are:
 - a. Each candidate could make their presentation in turn at a general faculty meeting, after which they would leave the room. The faculty would then discuss the candidates. The CSAC chair would be an appropriate moderator for the discussion.
 - b. Each candidate could make presentations to "Town Meetings" with faculty members and separately with graduate students and Staff.

In either case faculty members would vote for their preferred candidate by secret ballot after a period for deliberation of not more than one week. The balloting process could be via secure electronic voting or by double-envelope paper ballots returned to the Administrative Assistant to the Chair, in order to check voter eligibility. The results of the election will be certified by the CSAC chair and the incumbent Department Chair.

12. A candidate receiving a two-thirds majority vote of the eligible voting members of the department will be submitted to the Dean as the CSAC committee nominee.
13. In the absence of a clear two-thirds majority candidate, the candidate receiving the highest majority will be submitted to the voting members of the department for ratification. In the event there are three initial candidates, an additional round of voting may be necessary to fairly identify which candidate of the final two would receive the highest majority vote.

14. Following ratification by a two-thirds majority vote, the final candidate will be submitted to the Dean as the CSAC committee nominee.