

Department Chair Selection Process
Department of Health and Human Development
Montana State University

April 20, 2006

1. In the last year of the Department Chair's **four** year term of office, the Faculty Council (FC) will meet with the Dean of Education, Health and Human Development to review the procedure for a Department Chair search. The FC, in cooperation with the Dean, will appoint a Search Committee and select its chairperson. The Search Committee will be representative of the faculty in the Department. The Search Committee will be responsible for formulating selection criteria, preparing announcements and advertisements and assuring affirmative action compliance. The target date for starting this process is September 15.
2. The Search Committee will announce and advertise the Department Chair position. The target date for announcing and advertising the position is October 1. Candidate for the Department Chair position can be nominated by fellow faculty members or self-nominated by October 31.
3. The screening process will begin on November 1. The screening and search process has three parts:
 - a. The Search Committee will screen all applicants for eligibility and will recruit as necessary.
 - b. Candidates will meet with the Department to present their visions for the Department and answer questions.
 - c. In order to solicit input, the Search Committee will meet separately with each of the following groups or their representatives: Department staff, adjuncts and graduate students. These groups can provide input to the Search Committee in any format they choose.
4. A faculty preference vote will be held on the candidates by means of a ballot box in the Department office. The ballot will be confidential, but provisions for confirming voter eligibility will be in force. **For a ballot to be valid, a voter must rank his/her first, second and third choices (or first and second choices if there are only two candidates) and the voter must be a tenure-track faculty member.** The candidate with the highest voting score (first=3, second=2 and third=1_ will be made known to the faculty within 24 hours of the vote. This process should be completed by December 1.
5. The Search Committee will meet with the Dean to present the information collected from all groups in the Department by December 15.
6. If the process outlined in 1-6 above fails in any way, the FC will consider other alternatives.