

History Department
Periodic Reopening of the Department Chair Position & Department Chair Search
Committees
Amended and Approved—October 25, 2023
Passed unanimously

I. Periodic Reopening of the Department Chair Position

- A. The *Faculty Handbook* specifies that in September in the final year of a Chair's term, the Dean shall inform the department faculty and staff the position is reopening.
- B. The Dean will then work with the APT Chair to conduct a meeting or a series of meetings with departmental faculty and staff. The full History Department faculty and staff, except the Department Chair, will meet to discuss the future of the department and its leadership. These meetings, moderated by the by the Chair of the APT Committee, will provide a forum for an open, frank, and confidential discussion of whether it is in the best interest of the department to reappoint the current Department Chair to a new term or open a formal search for a chair. Faculty and staff are strongly encouraged to attend in person but can attend remotely through a university platform.
- C. The APT Chair will provide feedback to the Dean via a discussion and confidential vote of all department members as to whether the current Department Chair should continue or if a search should be opened. If it is determined that a search for a new chair should be recommended, the Department faculty will also forward a recommendation to the Dean as to whether any search should consider internal candidates only, external candidates only, or both. The APT Chair will forward the department's vote and recommendation, along with any written feedback gathered from Department members, to the Dean. The Dean will share all feedback with the Department Chair. The Dean, in consultation with the Provost and Executive Vice Chancellor, shall determine how to proceed and shall communicated that decision back to the Department Chair privately and in an email to all the faculty and staff of the Department by no later than October 15.

II. Department Chair Search Committee

- A. In the event of a new chair search, a Department Chair Search Committee shall be formed under the leadership of the APT Chair. If the APT Chair wishes to be recused in order to be a candidate for the open position, a senior member from among the APT faculty shall be appointed by the Dean for the purposes of helping form the Department Chair Search Committee. With a 2:1 ratio of tenured to

tenure-track faculty (when possible), the search committee shall consist of four (4) tenured and two (2) tenure-track or non-tenure-track faculty members. Non-tenure track members must have served a minimum of three years within the department. At least three (3) members of this committee shall also hold Graduate Faculty status.

- B. *The APT Chair will conduct a ballot to determine the department's choice for nominees to serve on the Chair Search Committee. After the ballot results are received, the APT Chair, in consultation with the outgoing Department Chair and the Dean, will consider factors in choosing members for the Search Committee including but not limited to: overall service obligations in the current academic year, willingness to serve on the committee, rank and experience, and the diversity of the Search Committee. The APT Chair will also ensure that recommended members of the chair search committee have received any required training. The APT Chair will then recommend the final list of six nominees to the faculty for ratification and then to the Dean for final appointment.*
- C. After ratification of the nominee list by the department and in consultation with the faculty through the APT Chair, the Dean shall appoint a seventh voting member (typically a Department Chair) from an allied department.
- D. The chair of the search committee will be selected by vote of the History Department members of the committee. The Department Chair Search Committee shall be chaired by a faculty member with tenure.
- E. All deliberative meetings of the Search Committee will be conducted face-to-face or over university-approved digital medium.
- F. *Once the Search Committee is formed, it will conduct the search as outlined in the department's Faculty Search Procedures (beginning with Section III: "The Search Process")—with the exception that the role of the Department Chair shall be replaced by the Dean of the College of Arts and Sciences.*
- G. The functions of Department Chair Search Committees include, but are not limited to: creating the position description in consultation with the Dean, job posting, review rubrics, and recruiting plan; advertising the position; reviewing applications; conducting reference checks and initial interviews; making determinations regarding candidates chosen for on-campus or final interviews; conducting on-campus visits or final interviews; recommending a candidate or candidates; and documenting the search process. In creating the job posting, it should be noted that a Department Chair must be a tenured faculty member or be appointed with tenure, and that while the appointment as Department Chair is an at-will appointment, a Chair will typically serve for at least five years.