

UNIVERSITY GUIDELINES FOR SELECTION OF OFFICERS

Section V. Selection and Review of Department Officers

A. Selection of Department Officers

Department officers are the chair, assistant chair and director of graduate studies.

A search committee for selection of an officer will be elected in the following manner:

All regular faculty except those on administrative leave and the department chair are eligible to be on the search committee. Those planning to be candidates for the position in question, as well as those unable to serve for other reasons, should contact the department before the ballots are distributed.

All regular faculty, including those on administrative appointments, vote in the election of the search committee. Each may vote for up to two candidates from the eligible faculty. The three candidates receiving the largest number of votes will make up the committee. The person receiving the highest number of votes will be the dean's designee (in the case of a chair search) or chair's designee (in the case of a search for assistant chair or director of graduate studies) and will act in their behalf as the chair of the search committee. In the case of a tie, a random drawing supervised by the chair of the department will determine membership on the committee. The search committee meets with the dean or chair, per university bylaws, prior to proceeding with the search.

The search committee solicits nominations from the department faculty, with self-nominations permitted. Those nominated are asked if they would serve in the position, and the list of eligible candidates is defined as those who have been nominated and are willing to serve. If a candidate is a member of the search committee, they will be replaced by the person with the next highest number of votes.

Information on each candidate including their CV and a statement of up to 300 words shall be made available to the department.

All candidates will be interviewed by the committee. Following this, the department faculty shall be surveyed on the acceptability of the candidates. The chair of the department, senior staff, and any existing student committee shall be surveyed separately. These surveys will be performed as confidentially as possible and their results will remain confidential.

Those being surveyed can indicate that one or more of the candidates is acceptable. This should not be considered as a vote for the position, but as additional information for the committee. Faculty members will be asked if they wish to meet with the committee.

The search committee will discuss the candidates and the input from the faculty, chair, staff, and students, and will forward the names of one or more acceptable candidates to the chair or dean.

B. Review of Department Officers

As required by university by-laws, department officers are subject to review for reappointment or on a periodic basis. Any such review and its subsequent process will be announced and discussed at a faculty meeting. The review committee will be elected using the same procedure as that for selection committees described in section V-A. The review committee will survey faculty, staff, and any appropriate student group for their views on the department officer under review. Any such survey instrument should be presented to the department for comments prior to being distributed. These surveys will be performed as confidentially as possible and their results will remain confidential except for inclusion in any report to the presiding officer (dean or chair). Department members will also be encouraged to meet with the committee. After the review is complete and presented to the presiding officer, the officer under review will meet with the committee and be given the outcome of the review.

C. Dismissal of Department Officers Other Than the Chair

The positions of assistant chair and director of graduate studies serve at the pleasure of the chair. If it is decided through a review process or by a decision of the chair that a department officer will be dismissed, the officer will serve in an interim capacity while a search is initiated for that position. Any dismissal will be in writing and will state the reasons for the dismissal. In order to have enough time to perform a search, the decision on dismissal must be made at least two months prior to the end of the term of the appointment.

PHYSICS DEPARTMENT SPECIFIC RULES

addition to departmental guidelines

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The search committee solicits nominations from the department faculty with self-nominations permitted. Those nominated are asked if they would serve in the position and the list of eligible

candidates is defined as those who have been nominated and are willing to serve. If a candidate is a member of the search committee, they will be replaced as described above. Information on each candidate including their c.v. and a statement of up to 100 words are made available to the department. Following this, the department is surveyed on the acceptability of the candidates. The chair of the department, senior staff, and any existing student committee are surveyed separately. These surveys will be performed as confidentially as possible and their results will remain confidential. All candidates will be interviewed by the committee. Those being surveyed can denote more than one of the candidates, or all of the candidates, as being acceptable. This should not be considered as a vote for the position but as additional information for the committee. Faculty members will be asked if they wish to meet with the committee.

B. Review of Department Officers

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C. Dismissal of Department Officers

The positions of assistant chair and director of graduate studies serve at the pleasure of the chair. If it is decided through a review process or by a decision of the chair that an assistant officer will be dismissed, the officer will serve out the term of their appointment while a search is initiated for that position. Any dismissal will be in writing and will state the reasons for the dismissal. In order to have enough time to perform a search, the decision on dismissal must be made at least two months prior to the end of the term of the appointment.