

Early October of 3rd or 5th year Chair will call meeting as first step in chair selection process.

Meeting will be organized and focused on departmental needs, problems, issues, and directions.

At end of meeting, following question is to be posed to voting members of the faculty: "Are you willing to allow your name to be included on the list of those eligible to be considered for the chair?"

- In answering question, all voting members of the faculty should recognize the following:
- A) No obligation of acceptance of the chair is expected or implied if Dean does not offer adequate support or inducement.
 - B) The policy of the Department of Sociology is that the person serves as Chair for a period of 3 years with the possibility of renewal for 2 additional years.
 - C) Faculty members on leave are eligible as candidates for the Chair. Adm. Asst. will contact on-leave mbrs.
 - D) Faculty members on leave but reachable by campus mail are eligible to vote in the selection of a candidate for the Chair.
 - E) Voting rights for all eligible faculty members are contingent upon attendance at the second and, if required, the third

October, 1968
Revised, October, 1982
Revised, September, 1986

The Department of Sociology recommends that appointment of each future Chairperson be for a term of three years with possible renewal of two additional years. The elected members of the Executive Committee of the Department are to report to the Dean's Committee the name of the Department's candidate along with the vote taken at the final step. A copy of the report is to be sent to the Dean.

Immediately after meeting, adm. asst. will prepare list of eligibles to be distributed to voting members of the faculty one (1) week prior to a second special faculty meeting.

During week prior to second special meeting, faculty members are expected to review and discuss their alternative choices.

Faculty: For 3rd year, should the term of appointment be extended? For the 3rd and 5th year, who among the eligibles is most likely to represent your interests and those of the department?

Executive Committee: Decide on someone to chair the second special meeting in mid-October.

At meeting, specially appointed chair will request (via secret ballot) voting members to the faculty to answer the following question: "In view of your own interests and those of the Department, which is your personal view?"

- A ... Chair should be recommended for 2 year renewal.
- B ... Consideration should be given to a change in the Chair.

Vote to be taken from attending members by secret ballot. Immediately after, results will be tallied by appointed chair and adm. asst and appointed chair will then communicate precise count to the faculty.

Did the majority of eligible voting members of the faculty recommend renewal?

Second special faculty meeting to be held in mid-October of 3rd and 5th year of chairperson's term. Specially-appointed chair to preside.

Basic sorting question: Is this the completion of an extended 2 year appointment of person as Chair?

Do you support the chosen candidate for the Chair?

Executive Committee recommends to Dean's Committee and the Dean.

At mtg.: Using the list of eligible faculty members, each faculty member will rank order his/her top 5 preferences for the chair. Fewer than 5 preferences may be ranked but no tie votes are allowed. One (1) is to indicate top preference.

At mtg.: Appointed chair and adm. asst. tally results immediately after the vote. "Does any faculty member receive a majority of "1" rankings?" ... Majority is defined by reference to the voting members of the faculty who are reachable by campus mail. Abstentions will be counted as part of the total vote number

Do you support the chosen candidate for the Chair?

Executive Committee recommends to Dean's Committee and the Dean.

At mtg.: The top 5 names are determined and reported to faculty. If number of persons receiving any votes at all is fewer than 5, then all names receiving any votes will be included. No reference is to be made to position or rank order.

At mtg.: Each faculty member will rank these top 5 (or fewer) names for the Chair.

At mtg.: Tally results: "Does any faculty member receive a majority of "1" rankings?"

Do you support the chosen candidate for the Chair?

Executive Committee recommends to Dean's Committee and the Dean.

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On following day, appointed chair and adm. asst. will determine top 3 names. They will list top 3 names on secret ballots to be distributed and returned within period of three (3) days after distribution. Question: Does any faculty member receive a majority of "1" rankings?"

Appointed chair and adm. asst. will eliminate 1 name and proceed with secret ballot (as above, for the 2 top names. Question: Does any faculty member receive a majority of "1" rankings?"

Third special faculty meeting held to resolve dilemma. Voting to take place at the meeting.

