



## Department of Sociology Chair Selection Procedure

1. The Department's policy would continue to be three year chair appointments with an option (the Department's, the Chair's, and the Dean's) for a sitting chair to serve an additional two years.
2. We would continue our internal selection procedure and recognize that the College will implement its independent committee based selection procedure. This requires that our procedure be concluded prior to the start of the Dean's committee's work.
3. Early in the fall of the last year of the current chair's term, the department will have a discussion of the current status and possible directions for its future. This discussion may occur at a regular department meeting, at a special meeting, or at a retreat. The elected members of the Executive Committee will decide who will chair that meeting (presumably, if the question is "will the current chair continue?" they will select someone else). The meeting may be chaired by the current chair, another member of the department, an emeritus member of the faculty, or someone from outside of the department at the discretion of the elected members of the Executive Committee.
4. If this is the end of a three year term, a member of the department can make a motion to ask the current chair to continue for two more years at the end of that meeting. If the motion is seconded, we vote.
  - a. If the vote is unanimous the Executive Committee communicates the Department's decision to the Dean.
  - b. If the vote is positive but not unanimous, there will be a subsequent vote on the question of whether the faculty members support the current chair continuing for an additional 2 years. If this vote is positive then the Executive Committee communicates the Department's decision to the Dean.
  - c. If the vote is negative the process proceeds to #5.
5. If this is not the end of a three year term, or if the decision to continue the current chair is negative, at the conclusion of the meeting members of the faculty who are eligible to be chair (associate and full professors) will be candidates to serve as chair unless there is a compelling reason that they cannot serve.
6. Preferential Vote #1: Within a week of the meeting a ballot listing the candidates for the chair will be sent to the voting members of the faculty by the department administrator.
7. The deadline for the ballots to be submitted will be at least one week from the date that the ballots were distributed to the faculty.

8. The results of Preferential Vote #1 are reported to the voting faculty (names and number of votes received). If one person receives a majority of votes in Preferential Vote #1 the voting members of the faculty will be given a ballot asking “do you support \_\_\_\_\_’s name being submitted to the Dean as the department’s choice to be chair?” The faculty will be given at least one week to submit these ballots. The tally of this vote will be reported to the department, and the department’s choice for chair will be submitted by the Executive Committee to the Dean.
9. Preferential Vote #2: If no one receives a majority of votes in Preferential Vote #1, a second ballot with the leading two candidates’ names will be submitted to the voting faculty for Preferential Vote #2. The deadline for submission of that ballot will be at least one week after it is given to the faculty.
10. The name of the person who receives a majority of the votes in Preferential Vote #2 will be given to the voting faculty with a ballot that asks, “do you support \_\_\_\_\_’s name being submitted to the Dean as the department’s choice to be chair? The faculty will be given at least one week to submit these ballots. The final tally will be reported to the department. The name of the first place person will be submitted by the Executive Committee to the Dean.
11. All ballots will be distributed via email and returned to the department administrator electronically or on paper.