

CAS OP 1.4: Internal Searches for Department Chair

DATE: February 21, 2025
(minor revision May 15, 2025)

PURPOSE: The purpose of this College Operating Policy/Procedure (COP) is to standardize the process through which departments and academic units (hereafter “departments”) in the College of Arts & Sciences (CAS) solicit and evaluate internal nominations for Department Chair (DC).

For information relevant to an external search for DC, see CAS OP 1.5: External Searches for Department Chair. For information relevant to the appointment of an Acting or Interim DC, see CAS OP 1.3: Appointment of Acting or Interim Department Chair.

POLICY/PROCEDURE:**I. Search Committee Formation:**

- a. The Dean of CAS begins the process by appointing an individual (internal to CAS, but external to the department conducting the search) to serve as the Search Committee Chair (SCC).
- b. The SCC will then work directly with the department to form a Search Committee.
 - i. Departments should follow their own internal procedures for electing/appointing committee members and must avoid any conflicts of interest.
 - ii. The Search Committee must consist of at least three full-time faculty members. Additional individuals may be added as members of the Search Committee, including faculty, staff, and students.
 - iii. The current DC, or – applicable – the Interim or Acting DC, as well as individuals who intend to pursue the position, are ineligible to serve on the Search Committee.

II. Call for Nominations:

- a. Once the Search Committee has been formed, the Dean of CAS (or a representative of the Dean), in coordination with the SCC, will email the department an online survey to solicit nominations for (and comments related to) the position of DC.
 - i. The window for nominations and comments will remain open for a period of 10 business days.
 - ii. The information collected in this survey will remain anonymous and confidential but will be made available to the Dean and all members of the Search Committee.
 - iii. The information collected in this survey is not to be shared publicly or with the rest of the department.
- b. Upon completion of this survey period, the SCC will notify all nominees of their nomination. Nominees may accept or decline the nomination.
- c. Individuals who accept a nomination must then apply. Application materials must include:
 - i. Updated CV.
 - ii. Statement of Intent: This statement may include: a brief vision for the department and/or overview of the applicant’s qualifications for the position;
 - iii. anything else the applicant wishes to include and deemed relevant to their interest in serving as DC.
- d. At this point, the Search Committee will review all application materials and select a slate of nominees for additional consideration. These nominees will become known as finalists. This list of finalists must be presented to the Dean of CAS for formal approval.



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III. Finalist Interviews:

- a. Once a slate of finalists has been confirmed and approved, the Search Committee will coordinate and administer a schedule of interviews for each finalist that includes:
 - i. a formal presentation to the department.
 - ii. question/answer opportunities with the faculty.
 - iii. question/answer opportunities with the staff.
 - iv. an interview with the Search Committee.
 - v. a one-to-one interview with the Dean.
- b. All effort should be made to complete this interview process in a timely manner.

IV. Decision-Making Process:

- a. Upon completion of all finalist interviews, the Dean of CAS (or a representative of the Dean), in coordination with the SCC, in full and transparent cooperation with the Search Committee, will distribute a survey to all department faculty and staff to collect feedback on each finalist.
 - i. This survey will remain open for a period of 10 business days.
 - ii. The information collected in this survey will remain anonymous and confidential and will only be made available to the Dean of CAS.
- b. The Search Committee will then meet to discuss the overall search and each finalist. At this time, the Search Committee will also produce a written report that summarizes the strengths and weaknesses of each finalist. This report should also report on whether the Search Committee finds each candidate to be an acceptable or unacceptable choice for the position.
- c. The Dean, having interviewed each finalist, and after meeting with the Search Committee and reviewing all information collected during the search, will make the final appointment of DC.
- d. In the interest of balancing faculty responsibilities across ranks, the Dean will, when feasible appoint full professors to DC (or academic unit Director) roles, reserving professors at other ranks for such positions only when necessary.

V. Exceptions:

- a. Departments/units may petition the Dean for allowable exceptions to this process.