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Revised Policies for Committees on Selection of Department Heads

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REVISED POLICIES FOR COMMITTEES ON
SELECTION OF DEPARTMENT HEADS

1. To make recommendations of candidates to the President, a committee of five shall be created--one appointed by the President, two appointed by the University Council, and two elected by the department involved. The President shall name one of the two Council appointees as Chairman. The two committee members appointed by the department preferably should have tenure (or at least have been a member of the department for three years), and each must receive a majority of the votes cast by those eligible to vote.
2. Voting shall be done in accordance with the following provisions:
 - a. All ^{regular} full-time regular members ^{year} of the department who have been with the University for more than one ~~semester~~ are eligible to vote. Persons on leave, however, are not eligible to vote.
 - b. All persons teaching in the department, however, may attend meetings and participate in the discussions.
 - c. All balloting on individuals will be by secret ballot; all matters of policy will be decided by voice vote, unless a majority vote for secret balloting.
3. The President or the Dean of the Faculty will call the first meetings of the Committee on Selection and of the department to discuss procedure.
 - a. The Committee on Selection will arrange to canvass the department by mail for criteria on the new head.
 - b. It will set up and edit the criteria, which will be submitted to the department for comments and suggestions, and then prepare the final draft of the criteria.
4. Candidates will be sought simultaneously from within and without the department. If requested, a straw vote will be taken to ascertain if a majority of the voting members of the department are in favor of any individuals on or off campus for the headship. This straw vote may be requested at any time by the department or the Committee on Selection. If a majority of the department favor a specific person, a second vote will be taken to ascertain whether two-thirds of the department favor this person. If no person receives a two-thirds majority, the committee will resume the simultaneous consideration of persons from within and without the department.
5. A letter containing a statement of the criteria will be mailed to potential candidates. All regular correspondence will be channeled through the Dean's office.
6. After a given date the Committee will study all applications and make two lists and two folders: one of those more acceptable and one of those less acceptable. Department members will be asked to make comments and recommendations.

7. The Committee then will prepare a list of one to five names in preferential order and candidate (s) will be invited to the campus. After the visit of each, the department will be canvassed until at least two-thirds of the department is agreeable to the choice.
8. In case of a request by the department for modification in procedure, the Committee on Selection will decide whether the request should be granted. The Committee on Selection is in charge, and is, by University Council action and by practice, empowered to make the actual recommendations to the President within the general framework described herein.
9. If it appears that no agreement on any candidate will be forthcoming, the President, in consultation with the Dean and the Board, may make an appointment from the preferential list.
10. These policies are in effect for Committees appointed after February 17, 1960.

Adopted by action of the University Council on February 17, 1960.