

## **APPOINTMENT/REAPPOINTMENT OF DEPARTMENT CHAIR**

Appointment as department chair is for a term of three years. Normally, the chair is selected from within the department and is eligible for reappointment for a second three year term. Additional service as chair is possible based upon the willingness of the chair to continue in this capacity, and the approval of the department faculty, Dean of AddRan College and Provost.

### **Initial Selection: Internal Candidate(s)**

For the initial selection as chair, internal candidates may be nominated or self-nominate. The candidates should provide a self-statement about their interest in serving as chair and any goals or objectives they would have for the department. A current vita should also be provided. These items should be presented to either the chair of the Departmental Advisory Committee or chair of an ad hoc selection committee depending on the departmental policy for selecting a new chair. In either case, input from the faculty, including instructors and tenured and tenure-track faculty must be solicited. The candidate(s) could also be asked to make a presentation to the faculty and/or committee. The committee would then make their recommendation in writing to the Dean of AddRan College.

### **Initial Selection: External Candidate(s)**

If there are no acceptable or willing internal candidates to serve as chair, then an external search, if approved, will be conducted to fill this position. The external search for a chair would be conducted following the regular procedures and TCU policies for filling a faculty vacancy including all EEO requirements.

If the search for an external chair is not approved, then the Dean of AddRan College, in consultation with the department faculty and approval of the Provost will appoint an interim chair to serve until an external search is approved or a willing and acceptable internal candidate is selected and begins serving a three year term. The appointment of an interim chair may come from outside the department if there is no acceptable internal candidate, but inside the AddRan College of Liberal Arts. The interim chair must be tenured, preferably hold the rank of Professor, and have experience as a chair. An interim chair from either within or outside the department would serve during the academic year until a new chair was appointed. If there was no selection of a permanent chair, then an interim appointment would continue until a selection was approved.

### **Reappointment**

After serving one term, a chair is eligible for reappointment for a second term. If the chair is willing to serve, he/she should confirm that willingness in writing to the chair of the Department Advisory Board.

If the incumbent chair is acceptable to the department, then the Department Advisory Committee should recommend, in writing, this action to the Dean. If the incumbent is unacceptable, then an internal appointment/selection process would be initiated in consultation with the Dean. Should other internal faculty be interested in serving as chair, they should contact, in writing, the chair of the Department Advisory Committee. If there are two or more internal candidates, the department would proceed following the procedures outlined under Initial Selection: Internal Candidate(s).

All recommendations from the department regarding chair appointments are contingent upon the approval of the Dean and Provost. The Dean may remove a chair for cause at any time during the appointment.