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SECTION: Academic Affairs

SUBJECT: Selection of Department Chairs

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Policy for: Columbia Campus
Procedure for: Columbia Campus
Authorized by: Michael D. Amiridis
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I. Policy

Department chairs are appointed by the dean of a college or school. The dean informs the provost in writing of the appointment. In the South Carolina College of Pharmacy, department chairs are appointed by the executive dean and confirmed by the provosts of the University of South Carolina and the Medical University of South Carolina.

Department chair searches are usually conducted through joint action of the faculty and the college or school administration.

A. Department Chair Responsibilities

1. The department chair has a responsibility to departmental faculty in matters relating to teaching, research, and service and is responsible also to the dean of the college and other officers of the university for implementing university policies as they apply to the affairs of the department.

2. The department chair is responsible for the general conduct of affairs and reports to the dean of the college or school. The department chair is responsible for appointments and nonreappointments, promotions and tenure (except as delegated to the faculty in the *Faculty Manual*), resource allocation, and all other matters relative to the successful implementation of the department's unit's educational and scholarly objectives in accordance with university policies. The department chair will consult with and seek the advice of appropriate committees of the faculty with respect to educational and research policy and departmental governance.

B. Selection process for Department Chairs

1. The position of department chair will be filled by an internal, external, or full search. The scope of the search will be determined by the dean.

2. The dean will seek the participation and vote of the faculty of the department.

3. Faculty participation in the selection is restricted to regular, full-time department members at the rank of assistant professor or above who are either tenure-track or non-tenure track faculty and who have not been officially notified of non-reappointment or of a final, unfavorable decision on tenure. Full-time instructors/lecturers may be eligible to participate if such participation is recommended by the majority of the departmental faculty eligible to vote and is approved by the dean. The dean may request that the tenure-track and tenured faculty, non-tenure-track faculty, and instructor/ lecturer votes be counted and reported separately.

4. In the cases of new departments having no faculty or departments with fewer than five full-time faculty members, the search procedure may be modified by the dean. In these cases, the dean will prepare a written statement of the procedure to be followed for approval by the provost.

C. Appointment and Reappointment

1. The term of appointment for a department chair will be on a nine-month or an eleven-month annual basis for three, four, or five years as set by the dean with the advice of the faculty.

2. A department chair will be evaluated in that position at least every five years, at the end of the term if appointed for a specific term of office, or at the dean's discretion. Following the evaluation, the dean may reappoint the department chair after consultation with the faculty and after consultation with the Provost. Reappointment is normally for one term, with any additional terms being the rare exception. In the South Carolina College of Pharmacy, the decision will be made by the executive dean after consultation with the departmental faculty, the campus deans, and the provosts of the University of South Carolina and the Medical University of South Carolina.

3. All individuals in administrative positions serve at the pleasure of the appointing authority. The appointment of a department chair may be terminated at any time by the dean after consultation with the faculty of the department and with the provost. In the South Carolina College of Pharmacy, the termination of an appointment of a department chair will be made by the executive dean after consultation with the departmental faculty, the campus deans, and the provosts of the University of South Carolina and the Medical University of South Carolina.

II. Procedure

A. Search Process

1. When a vacancy occurs in the position of department chair, the dean of the college or school shall notify the faculty of the department and shall invite the faculty to elect up to three persons to serve on a search committee. The dean shall indicate the proportion of tenure-track and non-tenure-track faculty on the search committee.

2. The dean shall appoint up to two additional persons, one of whom shall serve as chair of the search committee and at least one of whom shall be a member of the faculty of another department or academic unit.

3. If there is to be an external or full search, the committee shall place a notice of the vacancy in appropriate professional journals or personnel newsletters, and in one general publication such as the Chronicle of Higher Education.

4. The search committee shall collect vitae and references for all candidates and after consulting with the dean shall arrange for interviews with the most promising candidates. The number of external candidates shall not exceed four, except with the specific approval of the dean.

5. When the interviews have been completed, the search committee shall send a ballot containing the names of all active candidates to all voting members of the departmental faculty.

6. Faculty shall rate each candidate as acceptable or unacceptable and rank acceptable candidates in order of preference. The committee shall tabulate the votes and report the results to the faculty.

    a. If two or more candidates are acceptable to a majority of the participating faculty, the committee shall forward their names, along with all letters of recommendation and other materials received, to the dean.

    b. If there are not at least two acceptable candidates, the dean shall have the option of requesting a full report on all candidates or instructing the committee to resume the search.

7. The dean will either appoint a candidate of choice, ask the committee to submit additional names, or dissolve the search committee and begin the search process again.

III. Related Policies

USC Columbia *Faculty Manual*
University Policy ACAF 1.01 Recruitment and Appointment of Academic Administrators

IV. Reason for Revision

This policy has been substantially revised and reorganized to conform to USC Columbia Faculty Manual, add department chair responsibilities, and clarify reporting lines.