Guidelines for Internal Department Chair and Academic Program Director Searches 2018/19

Within the College of Arts and Sciences, searches for department chairs and academic program directors are governed by University Policy ACAF 1.24 Selection and Appointment of Department Chairs and School Directors.

II.A. Search Process

1. When a vacancy occurs in the position of department chair or school director, the dean of the college or school shall notify the faculty of the department or school 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.

The full policy is available at www.sc.edu/policies/acaf124.pdf.

Within the College, the search process begins with a formal message from the Dean notifying the unit faculty of his intent to initiate a search for a new chair or director. The Dean will also identify the appointed search committee chair in that message.

After the Dean’s notification, the search process should follow the guidelines below:

1) Faculty should agree to be nominated to serve among the three elected members of the search committee only if they are not going to run for the Chair/Director election. If a member of the committee then decides to run, he or she should withdraw from the committee, and a replacement elected. The committee will not only be involved in counting the ballots, but may also be involved in other decisions. Therefore, candidates for the position should not be on the search committee.

2) In some cases, the Dean will identify a second faculty member to serve on the search committee after the department identifies the three elected members.

3) The search committee should instruct faculty members in the unit to submit nominations for a new chair or director in writing (by letter or e-mail). The number of nominations for each candidate are not to be revealed. The person nominated should agree to the nomination before candidates are announced.

   a) The committee should ensure that spouses or partners of candidates are not involved in any stage of the search process.

   b) The search committee chair will speak individually with the nominees, inviting them to meet with the committee if they desire.
4) All information submitted to the committee throughout the entire process, including the final vote, must be kept confidential.

5) The outgoing Chair or Director will call a meeting of the faculty including all members of the search committee. Each nominee should give their thoughts on the position to the faculty in a brief presentation (usually 10 to 15 minutes, although the committee may provide other guidance). The presentation should be followed by questions and answers (usually no more than 20 minutes, although again the committee may provide other guidance). The faculty can ask general questions or specific questions to any nominee. During each candidate’s presentation and question/answer, the other candidate(s) should not be present. The logic is to minimize any potential advantage or disadvantage based on the order of presentation.

6) Non-tenure track faculty (consistent with university policy) should be included in the discussion and voting. Their votes may be counted and reported separately to the Dean if the department so chooses.

7) A sample ballot is below. Faculty should rank only the candidates they find acceptable. Ballots may be signed or unsigned. We highly recommend that a brief narrative justification be included with each ballot.

<table>
<thead>
<tr>
<th>Chair Vote</th>
<th>Acceptable</th>
<th>Unacceptable</th>
<th>Ranking of Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person A</td>
<td>_________</td>
<td>_________</td>
<td>_________</td>
</tr>
<tr>
<td>Person B</td>
<td>_________</td>
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<tr>
<td>Person C</td>
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</tr>
<tr>
<td>Person D</td>
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<td>_________</td>
</tr>
<tr>
<td>Person E</td>
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</tbody>
</table>

a) Ballots should be distributed by mailbox (not distributed at the meeting). Ballots are due within two days following the presentations.

b) Ballots should be submitted using the double-envelope system. That is, the ballot is sealed in an unmarked envelope. That envelope is sealed inside another envelope with the voter’s printed name and signature on the outside. The search committee counts the ballots. Each voter’s ballot first is checked in, establishing who has voted. Then the outer envelopes are opened and discarded. Then the unmarked envelopes are opened, and the ballots removed. Then the ballots are counted by the search committee chair and another member of the search committee. When the members of the search committee agree that the tally is accurate, the results are reported to the Dean.

c) Faculty who are out of town may vote by email, sending their vote to the chair of the committee, thus protecting their confidentiality.

8) The committee chair will report the results to the department or program as indicated by the university policy. The practice within the College is to report the names of the
candidates who have received a majority (51%) favorable vote. If more than one candidate is acceptable, the order of the ranking is reported.

9) The Dean should receive the actual ballots and justifications as well as the vote tally from the search committee chair. Informed by these ballots and justifications, the Dean will make a final decision.