

**Department of Computer and Information Sciences**  
**Policy on Chair Appointment/Reappointment Recommendation**  
**Adopted 11/7/2003**

**Chair Selection Committee**

The selection committee for chair of the department will consist of all tenured and tenure-track faculty members. The committee will have a chair who may not be a candidate for department chair. The department's associate chair will serve as committee chair if not a candidate; otherwise, the committee will select an alternate chair at its first meeting.

**Nomination Procedure**

In the first week of February, in the last year of the current department chair's term, the associate department chair will ask for nominations for department chair, which may include self-nominations. Nominations should be submitted as soon as possible, and no later than February 15. The list of candidates' names will be circulated to the department.

**Voting Procedure**

The committee will hold a meeting in early March, convened by the associate department chair. At this meeting, each candidate will give a brief presentation and answer questions. The committee will then have an open discussion; the candidates themselves may not be present at this discussion.

The committee chair will prepare ballots and envelopes, and distribute these to all committee members. Each committee member, including the candidates, may vote for exactly one candidate. Ballots with more than one vote will be disqualified. Each completed ballot should be returned inside the sealed envelope to the committee chair within one day. The committee chair will remove the ballots, discard the envelopes, and tally the votes with the departmental secretary as witness.

If one candidate has at least two-thirds of the votes, the committee will recommend only that candidate for department chair. If no candidate receives at least two-thirds of the votes, the committee chair will schedule another meeting at which the candidates may not be present. At this or subsequent meetings if necessary, the committee will choose among the following options: (a) to recommend a single candidate, (b) to recommend more than one candidate, (c) to send forward the names of all candidates to the Dean without recommendation.

**Recommendation Procedure**

The committee chair will submit in writing the recommendation of the committee. Reporting of the vote total will be at the discretion of the committee.

**Individual Rights**

The procedure described here does not preclude any member of the department from exercising the right to communicate preferences for chair selection directly to the Dean of Liberal Arts and Sciences.