

**Andrew Young School  
Department Chair Selection Process  
(For Internal Searches)  
(2007)**

1. GSU policy is that the Dean selects department chairs. The Dean's selection is subject to approval by the Provost.
2. Past practice has been that the Dean has sought input from the department and has selected the candidate that the department has recommended. The Dean seeks the input of the department through the process outlined below.
3. A department chair nomination committee will be formed consisting of the Associate Dean, as committee chair, and one department faculty member from each rank.
4. The Associate Dean will solicit nominations, including self-nominations, from the faculty for each of the three departmental faculty slots on the committee. Selection of the three faculty committee members will be made based on consultation with the Dean and the current department chair. Those agreeing to serve on the committee may not be candidates for department chair.
5. The nomination committee will have at least one open meeting (hearing) each for faculty, staff, and students (at separate times) to share their ideas on desirable characteristics of the new chair with the committee.
6. The nomination committee will solicit and accept nominations, including self-nominations, for the position of department chair.
7. The nomination committee will:
  - a. decide on the materials that candidates will be asked to submit for review,
  - b. at its discretion, interview candidates,
  - c. arrange for interested candidates to meet for a question and answer session with the department faculty, staff, and students (at separate times)
  - d. solicit and receive feedback from the department on the candidates and
  - e. make a nomination to the department.
8. Upon receiving the committee nomination, the department will deliberate and give a preferential vote. The candidate receiving the greatest positive support of the department will be considered the department's recommendation for the chair to the Dean.
9. Upon receiving the department's recommendation, the Dean will select the new department chair.