AYSPS Department Chair/ Academic Unit Director Selection Process (2021)

1. GSU policy is that the Dean selects department chairs and academic unit directors. The Dean’s selection is subject to approval by the Provost. Optimally, this process begins at least four months before the current chair is scheduled to step down (typically the end of a fiscal year).

2. The Dean will meet with the unit (faculty and staff) to discuss the process, what the Dean’s Office requires in a department chair/academic unit director, and the Department’s outlook for the new chair/director.

3. The Dean will submit a call for chair/director candidates to the faculty. The Dean will accept nominations, including self-nominations, for the position of department chair/academic unit director.

4. The Dean will appoint a three-person departmental nomination advisory committee consisting of faculty of the department. Those sitting on the committee will not be considered as candidates for chair/director.

5. The nomination committee will:
   a. Arrange for a presentation by the candidates to faculty and staff to present their vision for the department and engage in Q&A
   b. Solicit and receive feedback from the department on the candidates
   c. Lead a department meeting to discuss the candidates and vote on nominations
   d. The nomination committee will forward the list of recommended candidates to the Dean and will meet with the Dean to discuss the feedback

6. The Dean will interview forwarded nominees in a meeting that may include the Associate Dean and Assistant Dean and submit the candidate’s name to the Provost for approval.