

# Know Your Rights!

## Selection of Department Chairs / School Directors

Article VI, Section 8 of the [CBA](#) outlines the selection process for Department Chairs / School Directors. Faculty members involvement is essential, particularly in the initial screening and evaluating of candidates.

- When a **vacancy** occurs in a Chair position, the responsible Dean may either immediately institute a search to secure a Chair for a full term or appoint an **Interim** for a term **not to exceed one full academic year**. (CBA Article IX, Section 8.A.1)
- If the Dean decides to appoint an **Interim**, the department **FAC** will forward a **maximal list of department Faculty members who are willing to serve and deemed acceptable by the FAC**. **The Dean must appoint an individual as Interim Chair from this maximal list**. At any point during or after the appointment of an Interim Chair, the Dean may choose to institute a search process to secure a Chair for a full term. (CBA Article IX, Section 8.A.1)
- When the search process is instituted, the Dean shall cause a search committee to be established as follows (CBA Article IX, Section 8.A.2):
  - A **majority of the search committee** shall be elected from and by the **TT Faculty within the department**.
  - Additional TT Faculty members may be appointed to the search committee by the Dean either from within or without the department. Additional NTT faculty can be added by the Dean from within the department.
  - Ideally the search committee shall be representative of the department Faculty.
  - The FAC may recommend additional search committee members to the Dean. **The Dean may choose only from those recommended by the FAC to be added to the committee**.
  - After consultation with the FAC, the Dean shall appoint the chair of the search committee from the members of the search committee.
- The search committee will institute a search in accordance with procedures established by the department and approved by the Dean. (CBA Article IX, Section 8.A.3)
- All members of the TT Faculty within the department shall be given reasonable opportunity to participate in the assessment of all candidates screened and deemed acceptable by the search committee. (CBA Article IX, Section 8.A.4)
- After assessment by the Faculty, a panel of qualified candidates, normally three, shall be forwarded to the Dean. If the department desires, **the candidates can be ranked in order of Faculty preference**, which is advisory to the Dean. (CBA Article IX, Section 8.A.5)
- In the event none of the candidates forwarded by the search committee is ultimately appointed to fill the vacancy, the Dean shall either cause the selection of a new search

committee or direct the existing search committee to submit a new panel of qualified candidates. The Dean will provide a written statement as to why each candidate on the prior panel was not appointed. (CBA Article IX, Section 8.A.6)

If you have a concern regarding a search for department Chair or school Director,  
**contact KSUFA at (330) 673-9118 or [office@ksufa.org](mailto:office@ksufa.org).**