F. Policies and Guidelines for Selecting Departmental Chairpersons

Departmental chairpersons* are appointed by the Dean of the academic division, subject to review and final approval by the Office for Academic Affairs and the President. The process of searching for and appointing departmental chairpersons will conform to the Affirmative Action Plan of the University and all prevailing federal and state regulatory requirements. In addition, appointments will be made only after considering (1) the evaluations and advice of the faculty of the academic unit and (2) the advice of a search committee, as described below:

1. When a vacancy occurs, the Dean of the academic division shall meet with the departmental faculty before deciding on the nature of the search and the size and composition of a representative search committee; committees of the whole may be appropriate in small academic units. Faculty members elected from the department** will constitute a majority of the search committee; secret ballot election by the departmental faculty shall govern the elected faculty membership on the search committee. Other members of the search committee will be appointed by the Dean. Usually, the Dean or a person from the Dean’s office will serve as a non-voting member on the search committee to provide liaison and logistical support. Giving due regard to the advice and concerns expressed by the faculty, the Dean will designate one of the elected faculty members to chair the search committee.

2. The search committee, working in cooperation with the Dean and with appropriate participation from constituent groups, shall establish selection criteria, announce and advertise the position in a manner
H. Departmental Leadership Evaluations

It is the policy of The University of Alabama that faculty members in each academic department shall have an opportunity to provide feedback on the leadership of their department. This faculty feedback shall be an important component of the yearly evaluation of the departmental leadership by the Dean. The Dean, in consultation with the Office for Academic Affairs, will establish a schedule for the leadership evaluations of each department within the division. A leadership evaluation shall be scheduled in each academic department at least once every five years except that the Dean, in consultation with the Office for Academic Affairs, may vary the schedule by as much as one year if a change in the leadership of a department occurs or is anticipated or if other circumstances arise in which it becomes desirable to do so.