

**Protocol for Converting
Interim Positions to Permanent Positions
& Selecting New Chairs**

Department Chairs

Since The Fort Valley State University is seeking to fill many interim positions with permanent replacements in a short period of time, the appointments to permanent positions will be accomplished without the benefit of nationwide searches for each position. In the spirit of shared governance, it is imperative that faculty have input into the selection process and that deans have department chairs with whom they feel confident that they can work successfully. Thus, a protocol is herein proposed that is designed to guide the selection process for the appointment of individuals to permanent department chair positions when no external search is conducted.

The selection process should be a decision that is guided by input from the faculty of the department. All full-time faculty of the department will meet to determine the submission to the dean of the college/school the names of no fewer than two (2) and no more than three (3) individuals from among the tenured faculty of the department. Only the names of faculty members whom the full-time faculty find acceptable choices for the position of chair and who have **expressed a willingness to serve** will be advanced. The dean shall interview the two or three candidates willing to serve, whose names are submitted by the department faculty, to ascertain the following:

- The candidate's commitment to excellence in all matters related to the department, the college, and the university;
- The candidate's ability and sense of urgency related to accomplishing the responsibilities associated with the chair's position, and
- The candidate's administrative philosophy consistent with the President's vision for the university.

Should a department lack a senior faculty to be nominated for the position of chair, senior faculty from other related departments of the school/college may be nominated for the position. Such individuals may serve one term (or until a qualified candidate from the host department become available) as department chair of a department of which they are not normally a member. The term of the department chair will normally be three (3) academic years. Consecutive terms may be served with approval of the departmental full-time faculty and of the dean.

Following the interview, the dean shall select a department chair from among the names submitted and recommend to the Provost.