

Please follow the 4 steps below. We suggest sharing this document with the department.

1. Inform the Department

- A. Review [University Policy F17-3](#)
- B. Create a College Election Committee of three individuals: 1) The Dean or the Dean's designee; 2) College RTP committee representative, not depart at least one week

- B. Only department faculty and **guests invited by majority vote** may attend.
- C. While not required, Department, through normal voting procedures, may request search for external chair (or not). If requested:
 - Dean Denies: Continue to identify candidates.
 - Dean Accepts: Stop and review F17-3, section 4, and S15-6, do a search
- D. Identified candidates--who accept--address the faculty and take questions.

3. Election Process

- A. The department election is held by secret ballot over 5 or more working days.
- B. Voting rights and weights are appropriate to faculty category: fcu(t)32 (A)-2.5 uaTw 5.526 0 Td(t)64-0(f)-top 2 in **T/TT FTEF column** may be placed