

**SANTA CLARA UNIVERSITY  
OFFICE OF THE PROVOST**

**UNIVERSITY GUIDELINES FOR  
OBTAINING FACULTY ADVICE IN THE CHAIR SELECTION PROCESS  
March 24, 2017**

Section 2.7 of the Faculty Handbook states that chairs are appointed by the Provost with the advice of the faculty members of the department and the dean. The aim of a chair selection process is to identify a faculty member who is committed to work for the betterment of the department and who enjoys the trust and confidence of both the dean and a majority of the department faculty. Currently, the Provost asks the dean to obtain the advice from the department faculty and convey that advice to the Provost along with the dean's own recommendation.

The department faculty, in consultation with the dean, should adopt a process for providing advice to the dean and the Provost concerning selection of the department chair. The process for providing advice regarding potential candidates for department chair should be guided by the following principles:

1. The process should be fair and inclusive.
2. The process should be respectful and confidential.
3. The process should yield substantive information that will allow the Provost to make a well-informed decision, such as:
  - a. what are the qualities and accomplishments of the potential candidate(s),
  - b. what past experiences do the candidate(s) have leading or chairing programs, departments, committees, or organizations,
  - c. to what extent do the candidate(s) have the confidence/support of the faculty, and
  - d. what are the concerns, if any, that faculty may have regarding potential candidate(s) serving as chair.

The dean may request that the department revise the process if it fails to meet any of these principles.

For each candidate who receives the support of the department faculty, the department should provide the dean and Provost with substantive information as described above. It is preferred that the department provide multiple candidates; however, the department faculty may choose to nominate a single candidate. The department faculty may include the results of a secret ballot that confirms the level of support for each candidate. Should a department's process be unable to produce any candidate that (a) has the support of the department, (b) has the confidence of the dean, and (c) is willing to serve as chair, then the members of the department participating in the process and the dean should work cooperatively to identify a candidate they can recommend to the Provost.

*Draft guidelines reviewed by Faculty Senate Council, Deans and Provost Fall 2016; final guidelines approved by the Provost December 2016.*