

## **Literacy, Culture and Language Education Guidelines for Department Chair Selection**

***All tenured faculty, tenure probationary faculty, clinical faculty, half-time faculty, and visiting instructors can participate in the chair selection of the department.***

**LCLE tenured faculty:** Stephanie Carter, James Damico, Mary Beth Hines, Mitzi Lewison, Larry Mikulecky, Martha Nyikos, and Faridah Pawan

**Faculty Previously Serving as Chair:** Hines, Mikulecky, and Nyikos

### **Nomination Process**

- The departmental faculty will meet with the Dean.
- The departmental faculty will have open meetings to discuss possible candidates and procedures. Meetings can occur via e-mail, phone, in-person, or a combination there of.
- The department will nominate a minimum of three candidates (**SEE CANDIDACY**) and proceed with a vote (**SEE VOTING PROCEDURE**).

### **Candidacy**

- Each candidate must be tenured in order to be eligible for the LCLE Chair position.
- Each candidate can write an optional paragraph detailing his/her strengths as a future leader of the department. This information will be disseminated to voting participants.
- Each candidate canNOT decline nomination.
- The Dean will be sent a list of the candidates as well as each candidate's paragraph detailing his/her strengths as a future leader.

### **Voting Procedure**

- The department will designate a day and a time for all participants to cast their votes.
- Faculty members will vote by secret ballot. A drop box will be placed in a monitored location.
- Voting members will cast their votes by indicating their choice for chair along with a short explanation of the rationale for their vote.
- All participants in the voting process will be asked to place their initials on a roster as they cast their votes. However, participants who are unable to vote in person may vote via e-mail, proxy, or phone.
- Votes will be counted during a department meeting. Each of the top three candidates will be ranked in terms of the number of votes that he or she received.
- The Dean and voting participants will be sent vote totals and summaries of reasons for supporting candidates.