

**University of Kentucky**  
**A Guide to Appointment/Reappointment**  
**of**  
**Educational Unit Administrators**

**I. Unit Administrator Appointment**

The dean shall:

1. Notify the unit faculty that the term of the unit administrator (department chair or school director) will soon expire and request nominations from the unit faculty for search committee members.
2. Consult with other appropriate constituencies about the composition of the search committee:
  - a. the associate deans within the college;
  - b. the Dean of the Graduate School if the unit is home to a graduate program.
3. Appoint the members of the search committee, after considering nominations submitted by the unit faculty and others, and notify the unit faculty. Care should be taken to ensure that the committee's composition is broadly representative (e.g., academic ranks, research specialties, ethnicity and gender, etc.).
4. Inform the search committee members of the committee's charge. The charge should include the expectation that:
  - a. The unit faculty members are offered opportunities, either individually or in a series of meetings to accommodate faculty schedules, to meet with search committee members. The unit faculty should also be offered the option of submitting written statements to the search committee.
  - b. the search process shall also include consultation with staff employees of the unit and shall provide for the participation of other affected groups, notably students, as appropriate.
  - c. the search committee's letter of recommendation to the dean shall include a comprehensive summary of information gleaned from the consultation with the unit faculty and others;
  - d. at the conclusion of its consultations and the search committee's own deliberations, the search committee shall submit a recommendation letter to the dean in which the committee identifies candidates for unit administrator and discusses each candidate's strengths and weaknesses. The list of candidates need not be ranked.
5. Consider the search committee's recommendation letter and discuss the terms and expectations of the leadership position with the dean's preferred candidate among the finalists identified by the search committee. If there are complications in the search process, which may include a dean's concern for diversity and inclusiveness in the ranks of the faculty leadership within the college, the dean may elect to meet with the search committee and address those concerns.
6. Prepare and send a letter of offer to the preferred candidate and ask the individual to respond affirmatively in writing.

7. Notify the unit faculty of the dean's intention to recommend the preferred candidate for a term as unit administrator and invite the faculty to express their opinions about the recommendation in individual letters addressed to the dean.

8. Prepare an appointment packet and forward it to the Office for Faculty Advancement.

The appointment packet shall contain the following items:

- \_\_\_ The dean's letter to the Provost recommending the appointment
- \_\_\_ A copy of the recommendation letter from the search committee to the dean
- \_\_\_ Copies of the letters submitted by individual unit faculty regarding the dean's recommendation
- \_\_\_ A copy of the letter of appointment from the dean to the unit administrator appointee
- \_\_\_ A copy of appointee's acceptance letter

## **II. Unit Administrator Reappointment**

1. The dean may begin the reappointment process by utilizing a faculty advisory committee to:

- a. Review the work of the educational unit, including previous program reviews conducted during the term of the unit administrator.
- b. Seek the input of the appropriate affected groups (i.e., unit faculty, staff, students).
- c. Ascertain interest of the current chair in being reappointed.
- d. Consider diversity and inclusion issues of the college leadership team.
- e. Make a recommendation to the dean either favoring the reappointment of the current chair for a second (consecutive) term or the establishment of a search committee to identify other candidates for the chair position.

2. If the faculty advisory committee *supports* the reappointment of the current unit administrator, the dean may conclude the search process by completing steps 5-8 in the *appointment* process. The recommendation letter from the faculty advisory committee to the dean may substitute for the recommendation letter from a search committee (see steps 5 & 8 of the appointment process).

3. If the faculty advisory committee does *not* support reappointment of the current unit administrator, or the current unit administrator indicates his or her *unwillingness* to serve another term, the dean shall undertake the *appointment process* in its entirety, beginning on page 1.