

University of Kentucky
A Guide to Appointment/Reappointment
of a
Department Chair

Annually review the terms of chair appointments in your college to determine which chairs are entering their final year of administrative service. Note that the University does not ordinarily permit service as chair beyond two terms. In exceptional circumstances, a dean may request an exception by writing to the Provost. Exceptional circumstances may include: situations where continuity of the leadership is important for department missions and the individual as well as majority of the faculty in the department agree to continue the appointment.

To appoint or reappoint a chair, follow these steps:

- (1) Notify the faculty of the department that the chair's term will soon expire and request nominations for search committee members. Note that all chair search committees must include a student. Also, the dean is required to consult with the Dean of the Graduate School if the department has a graduate program.
- (2) Appoint a chair search committee and inform its members of their charge. Care should be taken to ensure that the committee's composition is broadly representative (e.g., academic ranks, research specialties, ethnicity and gender, etc.). The charge should include the expectation that, at the conclusion of its consultation with the departmental faculty and its own deliberations, the search committee will submit a recommendation letter to the dean in which the committee identifies candidates and discusses each candidate's strengths and weaknesses. The list of candidates need not be ranked.
- (4) Unless there are complications in the search process, including diversity issues in the college, the dean may offer the position to one of the finalists identified by the search committee and discuss the terms of appointment with your preferred candidate.
- (5) After a successful negotiation, prepare and send a letter of offer and ask the candidate to respond affirmatively in writing.
- (6) Prepare an appointment folder and forward it to the Office of the Associate Provost for Faculty Affairs. The folder should contain the following items:

- _____ Dean's letter to Provost recommending the appointment/reappointment
- _____ Copy of the recommendation letter to the dean from the department search committee
- _____ Copy of letter of appointment from dean to chair appointee
- _____ Copy of acceptance letter from the appointee