

St. Thomas University Policy Statement

Policy Name: Chairpersons, Selection and Review of

Classification:

General Administration	<u> </u>
Academic	<u> X </u>
Unit	<u> </u>

Issued by: _____ **(Signature)**
_____ **(Title/Authority)**

Date of Issue:

Policy:

1.0 Definitions

1.1 Department: an administrative unit designated by the University as a department, and presided over by a chairperson.

1.2 Chairperson: the chief officer of a department.

1.3 Acting Chairperson: a temporary appointment, not normally to exceed one year, to the chair of a department, made by the board of governors as recommended by the president in consultation with the department, the incumbent enjoying all the rights and duties of the chairperson.

2.0 Term of Office

2.1 The term of office for department chairpersons is three years. The term is renewable, provided that the normal selection process is followed.

5.1 The senate authorizes the setting up of a search committee.

5.1.1 The search committee will be composed of the vice-president (academic) as chair, the chairperson of another department elected by the senate, two members elected by the department, one member from outside the department elected by the general faculty meeting, and one student elected by the department.

6.0 **Procedures of the Search Committee**

6.1 The committee will invite applications by general notice, and by seeking out suitable candidates.

6.2 If there is only one candidate, and that candidate is satisfactory to all members of the department and to the pr

8.2 The hearing committee will study the objections, and will determine whether or not the objections warrant the removal of the chairperson.

8.3 The hearing committee will report its recommendation to the president.

8.4 The board may remove the chairperson on the recommendation of the president.

*Policy Origin:

This policy was prepared by _____

. Date: _____