

## **NTID academic chairperson rotation**

Per RIT policy E08.0 COLLEGE ACADEMIC ADMINISTRATIVE POSITIONS

### ***B. Appointment Procedure***

*In cases where college academic administrative positions are filled by appointment, qualified faculty shall have the opportunity to be considered for the position. The process for determining the qualifications for the position and identification of potential candidates shall be defined in college policy. The method for appointing individuals to these positions and the conditions of the appointment shall also be defined by college policy. Where the position involves the direct supervision of full-time tenure-track and non-tenure-track faculty (e.g., department chair), college policies shall provide for an advisory vote from voting faculty as part of the selection process. The administrative supervisor makes the final appointment. College policies regarding filling academic administrative positions shall be posted on the colleges' public websites and on file with the Department of Human Resources.*

<https://www.rit.edu/academicaffairs/policiesmanual/e080>

Every 3-5 years on a staggered schedule, each academic department chair position will be opened up for applications from qualified candidates within the college of NTID. This rotation will provide opportunities for increased shared governance, leadership development, and new perspectives. There may be instances where an external search is warranted; this document addresses internal searches only, per RIT policy as noted.

Applicants for the position of department chair must be tenured senior faculty with the rank of associate or full professor. They may or may not necessarily be members of the department they seek to chair. Candidates should be able to demonstrate an active and current scholarship agenda. Current chairs who wish to continue in the role must apply.

### **Process:**

1. AVP announces to the academic department the intent to open the department chair position as part of a 3-5-year cycle. Included in the email to the department will be a draft position description outlining duties and qualifications.
2. AVP appoints associate dean to oversee search process.
3. AVP announces to the entire college the call for self nominations for the position of academic department chair. Included in the email is the final position description as well as application deadline.
4. Associate dean collects applications.
5. After application deadline passes, associate dean schedules interviews for candidates with the department faculty, the academic chairs, and the AVP. At their discretion, NTID President and RIT Provost may decide to interview candidates.
6. Candidates will attend department and chair interviews prepared to make a brief 15-minute presentation outlining their interest and qualifications for the position. Candidates will be asked to summarize why they want this position, what their experiences are and how those experiences have prepared them for the position, what they hope to achieve as academic chair, and whatever information they think will be helpful for the chairs to know. Candidates will respond to questions from department members and chairpersons.

7. After interviews are concluded, associate dean will distribute a survey to solicit feedback about each candidate from each group separately.
8. Associate dean compiles survey responses and prepares summary of qualifications for each candidate for AVP and President.
9. With approval of President and Provost, AVP selects candidate for position and notifies candidates and department.