

**DEPARTMENT OF HISTORY (LA&PS)
SEARCH PROCEDURES TO SELECT A CHAIR
(with an Appendix on procedures to select an Acting Chair)**

Approved by History Department Council, 7 April 2011

1. A new Chair shall normally take up office on July 1, i.e., at the start of an academic year.
2. The Search Committee to select the Chair of the Department of History (LA&PS) shall normally be composed of nine members:
 - five (5) full-time faculty members of the Department broadly representative of the Department's fields, ranks and interests (nominated by the Department's Nominating Committee and duly elected by History Department Council); at least two faculty members on the Search Committee must be female and at least two male; (if a faculty member has to recuse herself or himself from the Search Committee for any reason after it has been duly constituted, the Department's Executive Committee is to take responsibility for appointing a replacement committee member)
 - one (1) full-time faculty member from another Department or School of the Faculty of Liberal Arts & Professional Studies (appointed by the Dean);
 - one (1) graduate student (provided that the Graduate History Students' Association nominates one);
 - one (1) undergraduate student (provided that the Undergraduate History Students' Association nominates one);
 - one (1) staff member currently working in the Department of History.

The Search Committee has full authority to carry on its business even in the event that the UHSA and/or GHSA fail to provide an undergraduate and/or a graduate student member respectively or the Dean of LA&PS prefers for whatever reason not to appoint a full-time faculty member from another Department or School.

3. The Search Committee shall begin its work promptly at the start of the academic year in which the incumbent Chair is scheduled to complete her/his term. To the extent possible, it should aim to complete its work by the end of the Fall Term prior to the new Chair taking office on the following July 1.
4. The Search Committee shall consult with the incumbent Chair and his/her immediate predecessor at the earliest appropriate stage about the duties and responsibilities of the office.

5. The Search Committee shall consult all available full-time faculty members of the Department, all available part-time instructors currently teaching LA&PS History courses, the GHSA, the UHSA and the Department's staff in a formal manner before it begins its deliberations to establish criteria for selecting the next Departmental Chair.
6. Following these consultations the Search Committee shall agree upon the criteria for selecting, and the qualities sought in, the next Chair. It shall then circulate these widely among full-time faculty, part-time faculty currently teaching LA&PS History courses, the GHSA, the UHSA and the Departmental staff and at the same time solicit nominations or self-nominations for the position as Chair.
7. The Search Committee shall then consider all nominations submitted and consult all those nominated about their willingness to serve as Chair. The Search Committee will then invite all those candidates willing to be considered for interview before the committee.
8. In light of this interview process, the Search Committee shall submit its recommendation regarding the appointment of the next Chair to the Departmental Council for its approval. This will comprise a report outlining the procedures it has followed and include an explanation of its recommendation. In making its recommendation, the Search Committee may choose to invite the recommended candidate to provide a statement of her/his aims and objectives as a potential Chair. The approval vote will take the form of a secret ballot.
9. If it becomes clear during the interview process that there is a need for an Interim Chair to be appointed before the recommended candidate as Chair is in a position to assume office, a recommendation regarding such an Interim Chair shall be included in the Search Committee's recommendation along with a full rationale.
10. The Search Committee will complete its work by recommending one name to the Dean of the Faculty of Liberal Arts and Professional Studies for appointment as the next Departmental Chair.
11. In the event of a failed search, the Search Committee will report this to Departmental Council and solicit further nominations and self-nominations. It will consult all those nominated about their willingness to serve as Chair and will then invite all those candidates willing to be considered for interview before the committee.
12. In light of this interview process, it will then prepare a recommendation for approval by Departmental Council, following steps 8-10 as outlined above.
13. The normal length of a Chair's term is three years, with an option of renewal for one year. No Chair may serve consecutively for more than two three-year terms.

APPENDIX. PROCEDURES FOR APPOINTING AN ACTING CHAIR

1. In the event that the Dean of LA&PS accepts a request from an incumbent Chair to take a leave of more than two months during his/her regular term as Chair, so long as he/she commits to return to the position of Chair following such a leave, an Acting Chair will need to be formally appointed. In this situation, a Chair will report his/her request to take leave to the Department's Executive Committee as far in advance as possible. (For absences of less than two months, the Chair shall nominate an Acting Chair and report this promptly to the Department and to the Dean.)
2. Once the Dean has approved such a leave, the Executive Committee will discuss, in consultation with the Chair, suitable candidates for the position of Acting Chair. It will then contact potential candidates to determine their willingness to serve. It will then decide which colleagues to invite for an interview before the Executive Committee. During the interview process, the Executive Committee will determine the suitability of the colleague for the position of Acting Chair.
3. In light of this interview, the Executive Committee, in consultation with the Chair, shall make a recommendation to Departmental Council. This will comprise a report outlining the procedures it has followed and include an explanation of its recommendation. In making its recommendation, the Search Committee may choose to invite the recommended candidate to provide a statement of her/his aims and objectives as a potential Acting Chair.
4. The Chair will then convey the Executive Committee's recommendation as approved by Departmental Council to the Dean of the Faculty of Liberal Arts and Professional Studies, who will then take the necessary steps to appoint the Acting Chair for the period required.
5. An Acting Chair shall have exactly the same authority and duties as a regular Department Chair and will normally serve for a period of not more than twelve months.