

1. A Search Committee (SC) will be formed.* It will comprise three elected faculty members from the Steering Committee (STC). The election will be administered at the beginning of the semester with all members present or through a computer voting system. It is assumed that all members of the STC will be willing to serve if elected. Anyone having special reasons for not standing for election will speak to the Director about removing their name from the list of eligible candidates for the SC. Internal candidates will be asked to withdraw from all participation in the search.
2. A fourth member will be appointed by the Director to assure that the committee is sufficiently representative with respect to academic rank, discipline, core or affiliate status, or minority representation.
3. The STC will meet to draft and approve the job description. Members will be responsible for assisting in recruiting candidates. Each member will be responsible for personally contacting at least three potential candidates.
4. The SC will be responsible for selecting an initial list of finalists. That list will be made available to the STC. Members of the STC will have the opportunity to provide input about the candidates on the initial list to the SC. A deadline for submitting that input will be announced so that the SC can proceed in a timely way.
5. Based on the input received, the SC will decide upon a short list of candidates. A meeting will be held with the STC to assure full opportunity to discuss the candidates before the short list is finalized. At that meeting, preferences and priorities regarding such matters as academic discipline or research area will be discussed. Having heard the views of all members of the STC, it will be responsibility of the SC to make the final selection of the short list. Although input from the STC will be considered, the STC will not be asked to vote at or after this meeting.
6. Phone interviews with the short list selected by the SC will take place with all members of the SC present.
7. Based on the phone interviews, the SC will select three candidates to invite to campus. It is assumed that members of the STC will take an active role in the campus interview process. Attendance at candidates' lectures and other events (meals, receptions) will be considered a responsibility of members of the STC. An active effort to receive student input about the candidates will be made at this stage of the process.
8. Following the campus interviews, the SC will meet to discuss the strengths and weaknesses of the candidates. They will invite input from students and all those who have participated in the campus interview process. No candidates will be eliminated by the SC.
9. A meeting will be held at which the SC will present an unranked list of candidates to the STC. The time of the meeting will be determined in order to assure the attendance of the greatest number of voting members. Voting will take place with all members present or electronically. If administered electronically, the result of the computer voting will be seen only by the person administering the electronic vote. All computer votes must be submitted within 24 hours of the meeting.
10. The SC will present the STC with a summary of strengths and weaknesses and a report of the input received from various sources. Members of the SC can express their preferences individually, but the SC will not be asked to reach consensus on the candidates as a group.
11. The faculty members of the STC will vote by simple majority to determine the acceptability of each candidate.

12. The STC will also vote to rank the acceptable candidates. Rankings will be determined as follows: each person will rank order the candidates (1, 2, 3, with 1 being high); the addition of the scores will determine the ranking. Voters may choose to assign a rank of 4 to candidates they find unacceptable. The ranked list of candidates will be submitted to the Dean by the Director.
13. A concerted effort will be made to inform students in the program about the process and its outcome.

*Franklin College Bylaws, Selection of Department Head

The Faculty of the Department shall elect a search committee consisting of no fewer than five members, and shall have the obligation of providing for appropriate minority representation and representation from the professorial ranks in the Department on the committee. Giving consideration to candidates suggested by the Dean, the faculty of the Department may, if it chooses, elect members to the committee from outside the Department.