



Policy title: **SBS GUIDELINES FOR APPOINTMENT OF HEADS & DIRECTORS**

Effective: Spring 2021

### **PURPOSE/INTENT**

These guidelines communicate the College of Social and Behavioral Sciences' approach to the selection and appointment of Heads and Directors (H/D).

### **UNIVERSITY OF ARIZONA POLICY**

*See UHAP Chapter 5: Personnel Policies and Procedures for Administrative Personnel*

### **SBS GUIDELINES**

#### ***Definitions:***

**Acting Head/Director:** someone Acting as the Head or Director while the regular H/D is on sabbatical, leave, or other temporary absence. Acting H/D appointments are typically for one semester but may be for a year.

**Interim Head/Director:** someone appointed to temporarily lead a unit when there is no other Head/Director. Interim H/D appointments are typically for one semester but may be for a year.

**Regular (sometimes called Permanent) Head/Director:** someone appointed by the Dean on a year-to-year basis to lead a unit (Heads to Departments, Directors to Schools and Centers), with the general hope and expectation of five years of service.

### **SBS GUIDELINES FOR CHOOSING AN ACTING OR INTERIM HEAD/DIRECTOR**

For short-term appointments, unit bylaws and/or culture determine procedures within the following parameters:

The regular H/D invites interested faculty to nominate or self-nominate, and gathers names.

*When just one person expresses interest in an Acting/Interim position:*

- If just one person expresses interests and unit bylaws are silent with respect to the question of an Acting/Interim appointment, the Dean can appoint that person to the Acting/Interim position
- If just one person expresses interest and unit bylaws call for faculty input, the Dean's office circulates a Qualtrics survey with two options: (a) I support this appointment or (b) I need more information about this nominee.
- If the majority of faculty support the appointment, Dean appoints
- If the majority of faculty need more info, the unit schedules a talk or presentation. A second survey is distributed prior to appointment



*When multiple people express interest in an Acting/Interim position:*

- When multiple people are interested in an Acting/Interim position, each will put together brief interest statements, which are distributed to all faculty and staff.
- A faculty discussion (minus the interested nominees) should be added to a faculty meeting agenda for a confidential discussion of each candidate's nomination.
- The Dean's office circulates a Qualtrics survey asking for input on each of the nominees. The Dean reviews the survey results, and may interview the top candidates prior to selecting the Acting or Interim H/D.

*Note: unit staff are contacted by a member of the SBS Dean's office, typically from Faculty Affairs or Business Affairs, for their perspectives.*

### **SBS GUIDELINES FOR CHOOSING A HEAD OR DIRECTOR (NOT ACTING OR INTERIM)**

For regular (permanent) H/D appointments, unit bylaws and/or culture determine procedures within the following parameters.

The SBS Dean's office appoints a Committee, chaired by an existing or former H/D and comprising representative faculty members from the unit, a staff member and, if appropriate, a student member. The chair of the committee meets with the faculty to discuss the H/D's responsibilities and put together a position description.

The process then generally commences as follows, incorporating relevant unit bylaws as applicable:

- Nominations, including self-nominations, are made to the Committee
- Application letters and CVs are sent to the Committee
- The Committee meets with the candidates as part of the formal interview
- The faculty, staff, and other stakeholders have the opportunity to meet with the faculty to hear their vision for the unit
- An anonymous survey is provided to faculty, staff and graduate students (as appropriate)
- The Committee meets with the members of the unit's faculty (minus the candidates) and has a discussion of each candidate's pros and cons
- The Committee sends an evaluation, unranked, to the dean, of the pros and cons of each candidate
- The Dean reviews the materials and interviews the candidates prior to selecting the new H/D



*When just one person expresses interest in the regular H/D position:*

If just one person expresses interest, the Dean's office circulates a Qualtrics survey with two options: (a) I support this appointment or (b) I need more information about this nominee.

- If the majority of faculty support the appointment, Dean interviews the candidate to discuss the position.
- If the majority of faculty need more info, the candidate can be asked write a letter of application with a vision statement and perhaps give a presentation. This vision statement should include attention to the candidate's commitment to inclusion and diversity. A second survey to faculty follows, to assess support for the nominee. If a consensus is clear, the Dean meets with the candidate to discuss the position.
- In any case, the Dean's decision could be to appoint the person, seek additional internal candidates, or (in very limited cases) consider an external search.