

Department Chair Search Process

Effective Date: 02/01/2008

**Policy – College of Medicine Chair Search Process**

**I. Formation of Search Committee**

- Dean requests names of two faculty members elected by Department to serve on committee.
- Dean appoints other members of the committee, the majority of which must come from within the Department.
- Dean charges Search Committee at their first meeting.

**II. Effective 8/1/06 Search Expenses will be shared between Dean's office and Department which has the vacancy as follows:**

- Dean will pay all transportation expenses.
- Department will pay all meal-related expenses.
- Lodging expenses will be shared between the Dean and the Department.

**III. Faculty Affairs Initial Responsibilities**

- Open position.
- Draft job description and ad for Committee review and approval at first meeting.
- Develop detailed list of Committee contacts.
- Meet with Committee Chair to discuss search process.
- Draft ads for committee review and place advertisements.\*
- Notify EEOC that search has commenced and invite them to attend next meeting.
- Prepare packets for first meeting to distribute to committee members which include:
  - i. Contact lists.
  - ii. Most recent departmental Annual Report.
  - iii. Copies of draft ad.
  - iv. Copies of blank calendars (for the next three or four months) for members to denote availability for meetings and scheduling candidates' visits.

- v. Prepare information packets to be sent to interested candidates.

#### **IV. First Visits**

- All initial visits by candidates will take place at the Marriot Hotel at the Greater Cincinnati/Northern Kentucky International Airport.
- Candidates will be scheduled for 90 minute visit up to five per day.
- Faculty Affairs will arrange all visits and facilitate transportation. In addition two members of Faculty Affairs staff will be on site during visits to facilitate the needs of the Committee and the candidates.
- Following final interview, Committee will select top candidates to invite for visits to the Academic Health Center.

#### **V. Second Visits (on-campus)**

- Candidates on second visits will be lodged at the Kingsgate Marriott.
- The Office of Faculty Affairs will prepare and distribute the itineraries.
- Lyn Price and Kathy Robbins will greet each of the candidates and review their itineraries.
- An individual from the department with the vacancy should be assigned to walk candidates from one appointment to the next. This individual will meet with Lyn Price and Kathy Robbins in advance of the candidate's arrival to review the itinerary and go over the search protocol.
- The candidate will be returned to the airport by Lyn Price or a designated staff member from Faculty Affairs.
- Following these visits, the Search Committee will convene to discuss the candidate's qualifications and to determine those individuals whose names should go forward to the Dean for consideration. At some point following the second visit and prior to the third visit, references should be contacted.

#### **VI. Third Visits (on-campus)**

- Following the second visit, candidates will be asked to develop a document which details their impressions of the strengths and challenges in the department; and prepare a list of short and long-term goals along with an estimate of university resources necessary to fulfill those goals.
- The Dean's Office will arrange third visit itineraries and make arrangements for the candidate and spouse (when appropriate) to visit.
- Faculty Affairs will work with spouses to accommodate needs for employment opportunities, meetings with realtors, school administrators, etc. and prepare a separate itinerary for the spouse.
- The candidate will be returned to the airport by Lyn Price or a designated member from Faculty Affairs.