

# DEPARTMENT INPUT DOCUMENT

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Department of Teacher Education

College of Education

Eastern Michigan University

Adopted Fall 1991

Revised Fall 1997

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## INTRODUCTION

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### Purpose and Scope

The purpose of this document is to describe the organization, structure, and procedures available to faculty in the Department of Teacher Education for providing input in the areas of selection and evaluation of faculty members, curriculum development, and distribution of financial resources.

Nothing in these procedures prevents the department head from consulting with individual faculty members or groups of faculty members if he or she deems it appropriate to do so in carrying out the duties of the position. Moreover, nothing in these procedures prevents faculty members from consulting with each other individually or in groups if they deem it appropriate to do so in carrying out their duties. However, it is understood that such informal consultation does not constitute faculty input as defined by the EMU/AAUP contract.

This document shall not serve to alter, modify, or otherwise supersede any provision of the Master Agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors nor shall any provision herein detract from any right(s) or function(s) retained by or granted EMU or EMU-AAUP through the parties' Master Agreement.

### Amendments

Notwithstanding the necessity of subsequent approval by the department head, the college dean, and other administrative officers in the university, amendments to the Department Input Document (DID) and the Department Evaluation Document (DED) require a **two-thirds vote** of the tenured and tenure track faculty. Absentee ballots (obtained from and returned to the chair of the elections and awards committee) may be cast.

## **DEPARTMENT MEETINGS**

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### **Purpose**

Department meetings are designed for purposes of sharing information with the faculty and for providing input into decisions affecting the faculty. All action that requires input from the faculty as a whole is taken up at these meetings. All departmental voting, unless otherwise provided, takes place during the department meetings.

### **Meeting Times**

1. Department meetings are held at least once a month during the fall and winter semesters. Special meetings may be held during the spring semester.
2. A schedule of regular department meetings for the academic year will be developed by the department head who will assure that such meetings do not conflict with the classes scheduled for tenured and tenure track faculty.
3. Faculty will not schedule office hours for the times set aside for regular meetings.
4. Changes from scheduled times, days, and duration of regular meetings must be approved by a majority of the faculty.
5. Special meetings may be called by the department head, by one of the contractually required committees (personnel, instruction, finance) or by petition from one-fourth of the faculty.

### **Quorum**

For department meetings, the quorum is a **majority** of the tenured and tenure track faculty. In determining the quorum number, faculty on leave or on full-time special assignment outside the department or off-campus are not counted. Faculty supervising student teachers full-time off campus are counted.

### **Voting Rights**

1. Full voting rights are held by all tenured and tenure track faculty in the department except the department head, who serves as chairperson

without vote at department meetings.

2. Lecturers and graduate students are invited, though not required, to attend department meetings. They do not, however, hold voting rights, and they may be asked to leave meetings when personnel matters are discussed.
3. Voting rights of limited duration or purpose may be extended to lecturers and other employees. Such extensions require a two-thirds vote.

### **Voting Procedures**

1. When the policies in this section conflict with other department policies, the others will prevail.
2. *Robert's Rules of Order*, revised, will be followed.
3. When intending to participate in the discussion, the presider will vacate the chair.
4. Absentee voting is permitted where stated in this document, but such votes are not included in determining the quorum.

### **Minutes and Records**

1. At each meeting, the presider selects a faculty member to record the minutes. This task is rotated alphabetically among the faculty. With the department's approval, the presider may select a departmental secretary or another staff member to take minutes.
2. The minutes will include date and place of the meeting; names of presider, recorder, department members, and visitors in attendance; abbreviated descriptions of relevant announcements; nature of and action upon seconded motions; indications of discussion of items introduced for action at a subsequent meeting; brief identifications of printed materials distributed, and corrections to minutes of earlier meetings.
3. The minutes and records of all meetings are disseminated to the faculty and are filed in the office of the department head.

## **PROGRAM AREAS**

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### **Purpose**

Program area meetings are held to provide the department head with input on issues that warrant program attention. There are six program areas in the Department of Teacher Education: Early Childhood Education, Curriculum and Instruction, Reading, Educational Psychology, Educational Technology and Media, and Social Foundations. Program areas are identified for purposes of governance and are not identical with degree areas, which are more numerous.

### **Membership**

Full voting rights are held by tenured and tenure track faculty who teach courses in the program. Faculty members may hold voting rights in more than one program area. Meetings are open to lecturers and graduate students, who may attend as non-voting members. Voting rights of limited duration or purpose may be extended to lecturers and other employees; such extensions require a two-thirds vote.

### **Operating Guidelines**

Program area meetings are held at least once a month during the fall and winter semesters. Minutes are distributed to program area faculty and the department head. Special meetings may be called by the department head or by petition of one-fourth of the faculty in the program area. Program area faculty may request to meet with the department head if they deem it appropriate to do so in carrying out their duties. Similarly, the department head may, with prior notice, attend program area meetings in order to deliberate on specific agenda items. No program area may speak authoritatively for the department or commit it to any policy or action. Program area decisions are recommendatory to the department head and to the department's standing committees.

### **Program Area Coordinators**

Every one or two years, program area faculty elect a coordinator, who is responsible for scheduling, planning, and facilitating program area meetings.

As a group, program coordinators serve as contacts for programmatic level communication. They communicate the needs of program area faculty to the department head as well as the needs of the department head to the program area faculty. Program coordinators function as a "sounding board" for the department head's ideas; they assist the department head in identifying faculty concerns. Program coordinators provide leadership in program area development and facilitate the completion of the program area functions listed below.

### **Program Area Functions**

1. Updating course outlines and periodically evaluating the graduate and undergraduate curricular offerings.
2. Reviewing course and program proposals in accordance with departmental guidelines.
3. Reviewing undergraduate and graduate catalog descriptions of program area degrees, concentrations, and courses.
4. Proposing semester course schedules to the department head.
5. Reviewing credentials of lecturers.
6. Monitoring program area continuing education offerings.
7. Preparing equipment requests and submitting them in writing to the finance committee and the department head.
8. Creating and disseminating brochures describing program offerings.
9. Recommending position announcements for new vacancies in the program area to the department head and personnel committee.

## **DEPARTMENT COMMITTEES**

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### **Purpose**

The standing committees of the department are responsible for carrying out the mandates of the department consistent with the university's governing policies and the EMU-AAUP contract. There are six standing committees in the Department of Teacher Education: personnel, instruction, finance, elections and awards, grade grievance, and BESE (Basic Elementary and Secondary Education). Committee members are elected by the faculty and are responsible to the faculty in providing meaningful input to the department head.

### **Membership**

Membership is open to all tenured and tenure track faculty. The personnel committee, instruction committee, and finance committee consist of five members, who serve staggered two-year terms. The grade grievance committee and the elections and awards committee consist of three members, who serve staggered three-year terms. Committee members are elected by the faculty in accordance with departmental guidelines. Elections are held at the end of winter semester with new members assuming their committee responsibilities at the beginning of the subsequent fall semester.

BESE consists of six members: the department head (ex officio), the coordinator of undergraduate advising, and four members elected at large from the Department of Teacher Education. The elected members must be faculty who regularly teach and advise students in the basic programs in elementary and secondary education. Except for the coordinator of undergraduate advising, who is a permanent member of the committee, the faculty members serve staggered two-year terms.

### **Recall**

After receiving a written request from five department members, the department head will make the recall of a committee member an agenda item at the next department meeting. A majority vote will effect the recall.

### **Election Procedures**

The election procedures described here apply to all committees of the department, college, or university in which vacancies are required to be filled

by the election of a member of the faculty of the Department of Teacher Education.

1. Each March or April, the chair of the elections and awards committee will place in the mailbox of each faculty member a nomination form. If feasible, the nomination form will be mailed to faculty members on leave.
2. The nomination form will specify the vacancy, the term of office, the continuing committee members and, where deemed necessary, the committee's function.
3. More than one vacancy may be described on a single nomination form.
4. For each vacancy, the form will provide for the nomination of up to two (2) department members.
5. The form will specify the return date. Forms must be returned to the chair of the elections and awards committee by the return date in order to be valid.
6. The committee will tabulate the names of nominees and rank order such names on the basis of the number of mentions.
7. The committee will then contact the nominees, in rank order, to determine acceptance of the nomination. In the event of a tie vote nominees will be asked in a random order.
8. When two nominees per vacancy have accepted the nomination, no further inquiry is required, and the department head will be notified of the nominees.
9. The chair of the elections and awards committee will place in the mailboxes a written ballot listing the nominees for each specified vacancy and a date for its return to the chair of the elections and awards committee.
10. Immediately after the date for ballot return, the committee will tabulate the election results.
11. Nominees receiving the higher number of votes will be elected. In the event of tie votes, vacancies will be filled by random selection.
12. The chair of the elections and awards committee will notify the department of the election results.

### **Operating Guidelines**

*Chairperson.* Each year committee members elect a chairperson, who is responsible for formulating the agenda and scheduling the meetings. Items

will be placed on the agenda at the request of any committee member, a faculty member, or the department head. The chairperson will distribute the agenda to the committee members at least two days in advance of the meeting and post it on a designated area for all department members to see. (Grade grievance committee agendas, however, are not posted.) The chairperson also reports on committee business at regular faculty meetings.

**Meetings.** Committees meet regularly in accordance with issues needing consideration and in accordance with the members' schedules, which may change from semester to semester. Special meetings may be called at the request of the department head or by petition of two committee members. Most meetings are open to faculty. Two exceptions are the personnel committee when evaluating faculty and the grade grievance committee when deliberating a grade grievance. Committee members may request to meet with the department head, if they deem it appropriate to do so in carrying out their duties. Similarly, the department head may, with prior notice, attend committee meetings. Exceptions are the personnel committee when evaluating faculty and the grade grievance committee when deliberating a grade grievance. For this purpose, committee chairpersons will keep the department head informed of meeting times and anticipated order of business.

**Minutes.** Each committee will have a secretary who is responsible for recording and disseminating the minutes of all meetings. Minutes will exclude confidential matters (i.e., faculty evaluations and grade grievances) and will be distributed to the department head and faculty.

**Authority.** No committee chairperson or member may speak authoritatively for the department or commit it to any policy or action. Committee decisions are recommendatory to the faculty as a whole and the department head. All policy recommendations must be approved first by the committee and then by the department as a whole before being recommended by the faculty to the department head.

### **Ad Hoc Committees**

Ad hoc committees are established by the department head, by the contractual committees (personnel, finance, and instruction), or by a majority vote of the faculty. The purpose, size, composition, and reporting responsibilities of the ad hoc committees are determined at the time of establishment. Membership will be for one year or until the committee is no longer needed. The operational guidelines are identical to those prescribed for standing committees. Ad hoc committees are advisory to the department as a whole and to the department head.

### **Personnel**

The functions of the personnel committee include but are not limited to:

1. Reviewing promotion applications.
2. Conducting interim, full, and PPE reviews.
3. Conducting department head evaluations following the procedures specified in the EMU-AAUP Contract.
4. Recommending new faculty for hire in accordance with department guidelines.
5. Making recommendations regarding personnel issues to the department at large.
6. Providing input to the dean regarding the selection of a new or interim department head.

### **Instruction**

The functions of the instruction committee include but are not limited to:

1. Reviewing course and program proposals in accordance with departmental guidelines.
2. Assisting the department head in monitoring the quality of continuing education offerings.
3. Providing guidelines for total departmental curriculum review.
4. Making recommendations regarding undergraduate and graduate curriculum development as well as teacher certification programs.
5. Making recommendations regarding advising and instruction to the department at large.

### **Finance**

The functions of the finance committee include but are not limited to:

1. Providing input to the department head regarding the annual budget, the general allocation of finances, and future allocations.
2. Providing input to the head regarding the department's FTEF allocation and its distribution over the four academic terms.
3. Making recommendations regarding the expenditure of funds for equipment as well as supplies, materials, and services (SS&M).

4. Recommending policy regarding the distribution of travel funds.
5. Assisting faculty in identifying sources of financial support for research and travel outside the department.
6. Assisting the department head in monitoring department expenses.
7. Providing input to the department head regarding equivalency loads and other departmental released-time assignments.

### **Elections and Awards**

The functions of the committee include but are not limited to:

1. Assigning financial awards to College of Education students based on the eligibility criteria and funding allocations provided by the Office of Financial Aid.
2. Assisting the department head in awarding Graduate Fellowships and Graduate Assistantships.
3. Assisting the department head in identifying faculty and alumni for nominations for college and university awards.
4. Reviewing sabbatical applications and reports as well as other awards made available through the Graduate School, the Office of Research Development, and the College of Education; assisting faculty in applying for awards and grants.
5. Monitoring and assisting with voting procedures in accordance with departmental guidelines.

### **Grade Grievance**

The functions of the grade grievance committee include:

1. Conducting hearings in accordance with the university guidelines published in the graduate and undergraduate catalogs.
2. Disseminating information to faculty and lecturers about fair grading practices and suggesting strategies for avoiding grade grievances.

### **BESE (Basic Elementary and Secondary Education Programs Committee)**

BESE provides input to the department faculty, department head, and college advisory committees (College of Education Council and the Basic Programs Committee) regarding the basic programs in elementary and secondary education. The functions of this committee include but are not limited to:

1. Making recommendations regarding the general education component of the elementary and secondary programs.
2. Making recommendations regarding the specialty studies component of the elementary and secondary programs.
3. Making recommendations regarding the professional studies component of the elementary and secondary programs, including clinical and field-based experiences.
4. Making recommendations regarding the advising services needed by the elementary and secondary students.
5. Making recommendations regarding the admissions, retention, and exit criteria required by NCATE.
6. Making any other recommendations needed to improve and enhance the elementary and secondary programs leading to initial certification at Eastern Michigan University.

## **COURSE AND PROGRAM APPROVAL**

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### **New or Revised Courses and Programs**

1. Completed proposals are forwarded to the program area chair with a request for review by the program area.
2. Proposals for cross-listed courses and interdisciplinary programs must be reviewed by all affected program areas.
3. The program area chair will see to it that the proposal is on the agenda at the next program area meeting provided that faculty receive copies of the proposal one week in advance of the meeting.
4. After input from program area faculty, the chair will forward the proposal to the chair of the instruction committee with a brief written description of strengths and weaknesses as identified by the program area.
5. The chair of the instruction committee will see to it that the proposal is on the agenda at a meeting of the instruction committee and that committee members receive copies of the proposal one week in advance of the meeting.
6. At a department meeting, the chair will report to the faculty on the program area and committee findings relating to the strengths and weaknesses of the proposal. The chair will also see to it that faculty receive copies of the proposal and evaluative summaries at least one week in advance of the meeting.
7. Proposals require a majority vote for department approval. Only approved proposals will be forwarded through the input system.

### **Workshops and Special Topics Courses**

1. Completed proposals are forwarded to the appropriate program area chair with a request for review by the program area.
2. The program area chair will see to it that the proposal is on the agenda at a program area meeting and that faculty receive copies of the proposal at least one week in advance of the meeting.
3. After input from program area faculty, the chair will forward the proposal to the department head with a summary of the action taken (approval, approval with revisions, non-approval) and the rationale for that action.
4. Copies of approved proposals will be kept on file in the department's office and the dean's office.

## **HIRING NEW FACULTY**

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### **Intention**

The Department of Teacher Education will maximize opportunities for faculty to participate fully in all aspects of the process of selecting new faculty. Furthermore, the department is committed to hiring underrepresented populations; all phases of the hiring process will be undertaken with affirmative action guidelines in mind.

### **Declaration of Vacancy**

1. Given a need to hire, the department (at a regular meeting or a special meeting called for this specific purpose) will recommend whether or not to seek permission to post one or more vacancies and will describe, in general terms, the nature and responsibilities of each.
  
2. If the job posting is approved, the program area, in consultation with the department head and personnel committee, will develop an announcement of vacancy and a rating scale (pre-determined criteria to be used to evaluate candidates) for the vacancy.
  - A. The announcement of vacancy will specify the nature of the position.
  - B. The rating scale for the vacancy will be used to evaluate the credentials of each candidate.
  
3. The head will complete a request for job posting.

## **Search Committee**

1. Prior to proposing a search committee for each vacancy to the head, the personnel committee will ensure that each potential member of the search committee has received and read the department hiring procedure document and is able and willing to perform the responsibilities of a member of that committee.
  - A. The committee will include five voting members.
  - B. Three program area members will be selected by the program area.
  - C. Two members will come from other program areas in Teacher Education so that the committee has representation from at least two program areas within the department, including the program area in which the vacancy exists.
  - D. A graduate and/or undergraduate student, a practitioner, or a faculty member from another department may be selected by the program area and/or department head.
  - E. It is suggested that the search committee be led by co-chairs. Where possible, one member should be from the program area in which the vacancy occurred and one from the faculty at-large.
2. Search committees are sub-committees of the personnel committee and are not autonomous. A meeting between each search committee and the personnel committee must be held to initiate the search process and communicate mutual roles and expectations. After this meeting, the personnel committee will develop and distribute a timeline for completion of search tasks to all faculty.

## **Evaluation of Applications**

1. The search committee, with faculty input, will recommend a slate of candidates for approval by the personnel committee, the faculty, and the department head.
2. The procedures used to evaluate credentials for each candidate will be standardized in format and process.
  - A. To ensure that all candidates receive equal treatment, the search committee will inform faculty of rating scales and weighted

criteria to be used to evaluate candidates. The personnel committee will take input from the faculty and must approve the rating scales and weightings before the process begins.

--The rating scale and the complete applications will be kept in a central file and be available to tenured and tenure track faculty for their review and evaluation.

--After meeting and discussing the relative strengths and limitations of each candidate, the search committee will complete the rating scale for each candidate. A search committee member must examine the credentials of all candidates to complete the rating scale for any one candidate.

--Interested tenured and tenure track faculty may complete the rating scale and provide written comments for each candidate. These will be considered as the committee forms the slate of candidates for interviews.

- B. A written evaluation of each candidate against preestablished criteria will be required of each search committee member. This can be fulfilled by completing the rating scale.
- C. The slate, as well as the summary rating scale and individual committee members' rating scales, will be submitted to personnel committee and the head for approval. If the slate is not approved, it is returned to the search committee for reconsideration until a consensus is reached among the search committee, personnel committee and department head.
- D. The slate, with attached, brief summary, will be submitted to the faculty for approval by paper ballot.

## Interviews

1. Interviews will be scheduled for each candidate selected. To encourage participation from all faculty, search committees will give timely notice to faculty of the day, time, and place the formal interviews will be held.
  - A. Formal interviews for any given position will be standardized in format and process. Faculty who attend the interviews will be given copies of the interview questions.

- B. The search committee will recommend the format of the interview, which may include a portfolio, faculty presentation, lecture, class presentation, or research presentation.

### **Recommendation to Hire**

1. The search committee, with faculty input, will recommend the hiring of a candidate and/or an alternate. All input to a search committee or to the personnel committee must be signed.
  - A. Before the search committee meets, the program area should meet to discuss the candidates and give input to the search committee.
  - B. When the search committee notifies faculty of the interview schedule, they will also announce the time and location when the search committee will meet after the last interview to rank candidates. This time and location should be determined with input from the program area in order to allow time for the program area's discussion of the candidates. All interested faculty will be invited to attend the first part of that meeting, chaired by a member of the personnel committee, to discuss the candidates. Both search committee members and other faculty may express their preferences. The chair of the session will end the discussion when, in his or her opinion, the issues being discussed are merely repetitious. Faculty other than members of the search committee will leave so that the search committee may meet privately to discuss the candidates, input from the program area, and faculty input from the discussion.
  - C. After meeting and discussing the relative strengths and limitations of each finalist, and after considering input from the program area and the faculty, the search committee will recommend the hiring of a candidate and/or an alternate. At least three members of the search committee must cast ballots to make a recommendation. In order to cast a ballot, a search committee member must have made a good faith effort to have attended all interviews and informed him/herself of all relevant information concerning the candidates. However, it is at the discretion of the other members of the search committee to determine whether this effort is sufficient to allow this member ballot privileges.
2. The department head will submit the recommendation to hire based upon the input process, which includes the recommendation of the search committee.

## **SELECTING A DEPARTMENT HEAD**

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### **Intention**

The Department of Teacher Education will maximize opportunities for faculty to participate fully in the process to select an interim or new department head. Furthermore, the department is committed to recruiting, interviewing, and hiring candidates from underrepresented populations. All phases of the selection process will be undertaken with affirmative action guidelines in mind.

### **Interim Head**

At the dean's discretion, the position may be temporarily filled by an interim head. The personnel committee will assist the dean in identifying a candidate who is mutually acceptable to both the dean and the faculty. The personnel committee will keep the faculty fully informed on all aspects of the selection process. After soliciting nominations from the faculty, the personnel committee will provide the dean with a list of recommended candidates who are willing to serve as interim head.

### **Search Committee**

1. When a permanent department head is to be selected, the personnel committee will work with the dean to establish a search committee that is broadly representative of faculty interests in the Department of Teacher Education as well as other constituencies internal and external to the university. The committee will have no fewer than seven and no more than thirteen members, a majority of whom are full-time faculty members in the Department of Teacher Education. The personnel committee, with input from the faculty, will select the department's representatives on the search

committee. The exact size of the search committee will be determined by the dean.

2. Once the search committee is established, the dean or someone appointed by the dean will convene the first meeting during which a chair or two co-chairs are elected. The chairs are responsible for scheduling, planning, and facilitating all subsequent meetings. They will ensure that minutes are taken at all meetings and that agendas are distributed to search committee members at least one week in advance of any meeting. The chairs also will report to the faculty on the progress of the search at regularly scheduled department meetings and by memo.

### **Announcement of Vacancy**

In consultation with the dean and with input from the faculty, the search committee will develop an announcement of vacancy and a rating scale or screening matrix. The announcement of vacancy will specify the nature of the position. The rating scale, which will be used to evaluate candidates, must include specific criteria and weights.

### **Evaluation of Applications**

1. Each member of the search committee will independently review all candidate applications and complete the rating scale or screening matrix for each candidate. The procedures used to evaluate the credentials of each candidate will be standardized in format and process.

2. After meeting and discussing the relative strengths and limitations of each candidate, the search committee will select three or four candidates for interview.

3. The chairs of the search committee will submit the names of the recommended finalists, along with biographical sketches, to the faculty for discussion and approval.

### **Interviews**

1. Each program area will be given the opportunity to submit possible interview questions to the search committee. The questions must be based on criteria already identified in the rating scale or screening matrix.

2. Using program area input, the search committee will develop the interview format and questions to be asked of each candidate. These are submitted to the faculty for their information and/or approval.

3. The chairs will announce the schedule of candidate interviews as quickly as possible to maximize faculty attendance.

### **Selection of Finalists**

1. The search committee and department faculty will meet to discuss the interviewed candidates. Prior to the meeting, the chairs of the search committee will distribute the biographical sketches of the candidates prepared previously. The chair of the personnel committee will conduct the meeting.

2. After a discussion of the candidates, the faculty will vote to select a list of acceptable candidates.

3. There will be one or two secret ballots.

A. A first secret ballot vote will be taken to determine a list of acceptable candidates. All of the finalists' names will appear on one ballot, followed by two columns marked "acceptable" or "not acceptable."

B. If the faculty choose to rank order the list of acceptable candidates, a second secret ballot vote will be taken. Each faculty member will write the name of his or her preferred candidate on a piece of paper that the personnel committee will collect. The write the name of his or her preferred candidate on a piece of paper that will be collected by the personnel committee. The rank order will be determined by the number of votes each candidate receives.

4. The chair of the personnel committee will submit the list of acceptable candidates (possibly rank ordered) to the dean.