

**Review of CoLA Chairs**

**Procedures for implementing review of chairs pursuant to the university Administrative Review Policy**

**Committee Membership and Selection**

Committee to review Chair of CoLA Department

- Two chairs named by the Dean
- Three faculty members (must include two tenured faculty members and one assistant professor, lecturer, or instructor) from inside the department appointed/elected by procedures determined by the department faculty\*
- Associate Dean of CoLA serves as non-voting member and chair of the committee

\*When three full-time faculty are not available, department faculty may choose to have a faculty member from another department.

**Committee Formed 0/00/00 for review of Chair Name, Chair, Department Name**

<u>Committee Member</u>	<u>Selected/Elected</u>	<u>Name</u>
1 Department Chair	Dean	Name
1 Department Chair	Dean	Name
1 Faculty Member	Department Faculty	Name
1 Faculty Member	Department Faculty	Name
1 Faculty Member	Department Faculty	Name

**Timeline for Review**

October	Written request for committee formation sent Deadline for departments to submit committee member names to Dean
November	Committee convened by the Associate Dean and questionnaires sent to department faculty
December	Committee receives questionnaires and summarizes findings
January	Committee submits report to the Dean, Dean summarizes the responses, meets with chair and distributes report to faculty