

**CRAFTON HILLS COLLEGE
OFFICE OF INSTRUCTION**

MEMORANDUM

TO: Department Chairs and Faculty

FROM: Cheryl A. Marshall
Vice President of Instruction



DATE: April 13, 2012

SUBJECT: Nominations for Department Chair

The time is here to appoint Department Chairs for the next period of service which will be a **two year term**. In 2010 a process was developed in consultation with the Academic Senate President that allowed for nominations and input from faculty members regarding Chair selection. After reviewing faculty comments, the President and I will make a choice for the Chair of each department and will submit those names to the Board of Trustees. The entire process needs to be completed by May 16 for names to be submitted in time for the June Board meeting. With this in mind, the following steps and due dates have been established.

STEP	DUE DATE	PERSON(S) RESPONSIBLE
1. Nominations Names of those interested in serving as Department Chair submitted to Cheryl Marshall <u>This is for a two year term</u>	April 20, 2012	Any faculty member can self-nominate or nominate someone else
2. Input Comment sheets (see attached sample) distributed to all faculty, completed and returned to Cheryl Marshall	May 4, 2012	Cheryl Marshall Faculty
3. Selection The President and Vice President will review all comments and make selections Nominees will be notified of selection Names submitted to Board	May 16, 2012	Gloria Harrison Cheryl Marshall

Please feel free to contact me with any questions. Thank you for your participation and interest in this process.