Policy:

Related References (if applicable): Chapter, Faculty Policies and Procedures University of Wisconsin–Madison.

Procedure:

I. Balloting Procedure:
   A. The current Chair shall appoint a Department Chair Selection Committee consisting of at least three members, all of whom are eligible to vote for Chair.
   B. The Department Chair Selection Committee shall prepare a ballot with two options, The voter must choose one for their vote to be valid:
      a. I prefer that__________, the current Chair, serve as Chair for the next year.
      b. I prefer that__________, the current Chair, not serve as Chair for the next year.
   C. All eligible faculty, including those on leave and off-campus, shall be sent ballots.
   D. The completed ballot is to be folded and placed in an envelope provided. The envelope is to be sealed and inserted into a second envelope. The second envelope is to be sealed and signed on the outside and given to the Department Administrator.
   E. Ballots are to be returned to the Department Administrator within 10 days.
   F. After all of the ballots have been collected, the Department Administrator shall open each outer envelope, place the sealed ballots in a large envelope, and give the ballots to the Department Chair Selection Committee for counting.

II. Ballot Counting and Announcement:
   A. The ballots shall be counted by the Department Chair Selection Committee, and the numerical results shall be delivered to the Department Administrator.
   B. The Department Chair Selection Committee shall announce whether or not a majority preferred that the candidate serve as Chair for the next year.
C. If a majority preferred that the candidate serve as Chair for the next year, the Department Chair Selection Committee shall inform the Dean of this result. Otherwise, the Department shall conduct an election following the procedures described in the document entitled "Procedures for Department Chair Selection Procedures."

D. The ballots are forwarded to the Dean. Numerical results can be inspected in person by eligible voters in the office of the Dean.