

approved November 2014

## External Chair Searches

We have historically hired searches from among existing faculty, as opposed to carrying out external searches. In fact, among all UW-Madison Schools and Colleges, only the Medical School has consistently searched externally for Chairs. In some cases, if requested by the department, it would be to the benefit of the department to carry out an outside search for a Chair and this written policy is intended to clarify the approach we will take if such a search is requested.

### Benefits of an Outside Search

- Larger candidate pool
- Brings new perspective to department
- Prevents need for current faculty member to limit teaching or research program
- Permission to conduct an external search does not preclude selection of an internal candidate

### Search Committee

- The Dean, in consultation with the department, will choose a Chair, who may be from another College of Engineering department or from the department in question, and one other College of Engineering faculty/staff member who is not from the department for the committee
- The department will name 3-5 additional members

### Process

- The search committee will draft a PVL, in consultation with the outgoing Chair
- The search committee will select candidates from the applicant pool to invite for interviews
- The search committee will organize the interviews, with a block of time allocated for the department
- It is preferred that the search committee recommend at least two candidates to the Dean for consideration
- The department executive committee will consider motion to “recommend candidates for hire with tenure”
- The Dean selects the Chair and negotiates startup and salary

### Expectation of Service

Any Chair hired externally will be expected to serve at least 5 years as Chair