

Recommended Steps Following the Announcement of the Departure of a Department Chair

See the detailed list of recommended steps in [The Successful Medical School Department Chair. Module I: Search, Selection, Appointment, Transition.](#)

Summary of Recommended Steps			
Step 1:	Review of department	Step 18	Write letters to nominees who submit CV
Step 2:	Leaders decide on future direction	Step 19	Plan calls to leading candidates
Step 3:	Initiate search and selection process	Step 20	Determine candidates to be invited
Step 4:	Define major qualities to be sought	Step 21	Set up first visit to the campus (Will the committee conduct reverse site visits?)
Step 5:	Dean announces national search	Step 22	Develop a list of core questions
Step 6:	Dean selects chair of search committee	Step 23	Decide on who will be invited to meet with the candidate
Step 7:	Attend to administrative infrastructure	Step 24	Interviewers write evaluations
Step 8:	Decide whether to hire search consultant	Step 25	Identify three to five finalists to invite
Step 9:	Appoint search committee membership	Step 26	Pay personal attention to the subtleties of the interview schedule
Step 10:	Set date for first meeting	Step 27	Hold seminars and social interactions
Step 11:	Determine agenda for first meeting	Step 28	Determine list of finalists
Step 12	Arrange advertisements	Step 29	Chair makes calls
Step 13	Write letter requesting nominations	Step 30	Committee presents dean with final list
Step 14	Make calls to establish network	Step 31	Dean contacts additional national references
Step 15	Establish log	Step 32	Dean makes selection
Step 16	Acknowledge submitted nominations	Step 33	Write close-off letters
Step 17	Develop candidate evaluation form		