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3 **00-09**

4 February 29, 2000

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6 **Policies and Procedures for the Appointment and**  
7 **Review of Department Chairs**

8 (This Policy Statement supersedes 79 -18 and 89-08.)

9 This revised policy was recommended by the Academic Senate on February 17, 2000  
10 and approved by the President on February 22, 2000.

11 **18.000 Introduction**

12 18.010 The authority for the appointment and removal of a department chair is specifically  
13 delegated by the President via the Vice President for Academic Affairs to the Dean of the School.

14 18.020 It is essential that the individual selected for the position of department chair enjoys the  
15 mutual confidence of the members of the faculty of the department and the Dean of the School.  
16 Therefore, the individual appointed to the position of department chair must have received an  
17 affirmative vote of a majority of the votes cast on a secret mail ballot by department faculty  
18 members who are eligible to vote in accordance with section 18.030. (A "majority" is defined as  
19 more than one half of the votes cast through secret mail ballot. A ballot cast that is not marked  
20 for or against a candidate shall be counted as a negative vote.)

21 18.030 Only tenured and probationary faculty members, including individuals who are on  
22 authorized leave status are eligible to vote in an election for the department chair. Participants in  
23 the Faculty Early Retirement and Pre-retirement Programs, regardless of time base and semester  
24 of employment, are eligible to vote. Faculty members of the department who have an academic  
25 administrative assignment and teach at least six units within the department each semester  
26 during the academic year in which the election is held are eligible to vote.

27 18.040 As in all personnel matters, the deliberations and discussions concerning the candidate(s)  
28 shall be confidential.

29 **18.100 DEPARTMENT CHAIR NOMINATING COMMITTEE**

30 18.110 When there is a vacancy in the position of department chair, or when the chair is up for  
31 periodic review as stipulated in section 18.710, the eligible faculty shall elect by secret ballot a  
32 department chair nominating committee or vote to function as a committee of the whole. An  
33 elected committee shall consist of at least three tenured/probationary faculty members, none of  
34 whom is a candidate for the position, and with a majority of whom are tenured. If the  
35 Department does not have a Vice Chair, the Dean shall designate a person to convene  
36 department meetings for purposes of consultation and nominations.

37 18.120 The Dean of the School shall meet with the faculty of the department to establish the  
38 requirements for the position and the nomination or application procedures to be followed.

39 18.130 Tenured and probationary faculty members of the department shall be eligible to be  
40 nominated or to apply for the position of department chair.

41 18.140 A notice containing the requirements for the position and the nomination or application  
42 procedures shall be published in the department. The department chair nominating committee  
43 shall conduct a search for qualified and willing candidates.

44 **18.200 PRESENTATION OF NOMINATIONS TO DEPARTMENT FACULTY**

45 18.210 The committee shall present nominations for the department chair at an officially  
46 department faculty meeting at which time an opportunity is provided for additional nominations  
47 to be made from the floor. The notice of the meeting and the agenda shall be distributed in  
48 writing to all department faculty members at least five working days prior to the meeting.

49 **18.300 DEPARTMENT ELECTION AND RECOMMENDATION OF CANDIDATE(S)**

50 18.310 The eligible department faculty members as defined in section 18.030 shall vote by  
51 secret mail ballot on the nominee(s) to determine who shall be recommended to the Dean of the  
52 School. A faculty member may cast an affirmative vote for more than one candidate. To be  
53 recommended, a nominee must receive an affirmative vote of a majority of the votes cast.

54 18.320 The department chair nominating committee shall prepare the ballot, set a reasonable  
55 time for the return of the ballots, and distribute them by mail to faculty members eligible to  
56 vote. In case a faculty member is on authorized leave, the ballot for that individual shall be sent  
57 by first class mail to the home address or to a forwarding address on file in the department  
58 office. The committee shall count the ballots and report the results to the department and to the  
59 Dean.

60 18.330 A department may recommend to the Dean as many candidates as it so determines In  
61 accordance with the provisions of this document.

62 18.340 After consultation with the Vice President for Academic Affairs, the Dean shall normally  
63 appoint one of the recommended candidates as department chair. The appointment is subject to  
64 review as set forth in Section 18.700. The designated chair shall receive an appointment letter  
65 from the Dean with copies to all faculty members within the department and to the Vice  
66 President for Academic Affairs. The Dean shall also notify other appropriate administrative  
67 officers.

68 18.350 In the event a department is unable to endorse at least one candidate for department  
69 chair, or the Dean is unable to concur with the recommendation of the department, an impasse  
70 may be declared by a majority vote of the faculty on a secret ballot or by the Dean in  
71 consultation with the faculty.

72 **18.400 IMPASSE PROCEDURES**

73 18.410 When an impasse has been declared, an ad hoc committee shall be established to select  
74 an interim department chair, from within or from outside the department. An interim department  
75 chair shall be limited to serving no more than one academic year during which time the faculty  
76 and the Dean shall continue the process of selecting a regular department chair.

77 18.420 The ad hoc committee shall consist of the Chair of the Academic Senate (or designee),  
78 the Dean of the School (or designee), and one faculty member from the department involved.  
79 The department member shall be nominated at an officially called department meeting. The  
80 notice of the meeting and the agenda shall be distributed in writing to all department faculty  
81 members at least five working days prior to the meeting. The faculty member shall be elected by  
82 a majority of votes cast in a secret ballot election. No member of the ad hoc committee shall be

83 a candidate for the department chair. A nominee recommended by the department and rejected  
84 by the Dean is ineligible to serve on the ad hoc committee.

85 18.430 The ad hoc committee must consult with the department faculty at a meeting called for  
86 this purpose. The ad hoc committee must also provide each department member who so  
87 requests an opportunity to meet with the committee. The ad hoc committee shall do everything  
88 possible to select an interim department chair who has the support of a majority of the  
89 department faculty.

90 18.440 These impasse procedures shall not be implemented during summer months. During this  
91 period, the Dean shall appoint an acting chair until the following Fall semester, at which time the  
92 provisions of this document can be implemented.

93 **18.500 EXTERNAL SEARCH**  
94 (Search for Department Chair from Outside the Institution)

95 18.510 After consultation with the Vice President for Academic Affairs on the feasibility of such  
96 action, the department may vote by secret ballot to conduct an external search for a department  
97 chair. If an external search is approved by a majority vote of the faculty, as defined In section  
98 18.030, and if the Dean concurs, a request shall be directed to the Vice President of Academic  
99 Affairs for an authorization to conduct an external search for a tenure-track faculty member who  
100 will serve as department chair.

101 18.520 A department chair search committee shall be elected by secret ballot by the members of  
102 the faculty eligible to vote as defined in section 18.030. The committee shall consist of at least  
103 three tenured faculty members. If there are fewer than three tenured faculty members In the  
104 department, tenured faculty from other departments of related disciplines may be elected to  
105 serve.

106 18.530 The committee shall conduct a national search for applicants in accordance with  
107 University affirmative action policies.

108 18.540 After all candidates have been screened and evaluated, the department search  
109 committee shall select one or more candidates to be voted on by the tenured members of the  
110 department faculty to determine which candidate(s) is (are) endorsed for a tenure-track  
111 appointment. The candidate(s) who receive(s) a majority affirmative vote shall then be voted on  
112 for department chair by the tenured and probationary faculty members in accordance with  
113 sections 18.020 and 18.320.

114 **18.600 APPOINTMENT OF AN ACTING CHAIR**

115 18.610 If a department has a duly elected Vice Chair or Assistant Chair and this person has the  
116 confidence of the Dean, the Dean shall appoint this person to be acting Chair while the  
117 procedures of this document are being carried out. If there is no duly elected Vice Chair or the  
118 Vice Chair does not have the confidence of the Dean, the Dean may appoint an acting Chair until  
119 the procedures of this document have been carried out.

120 **18.700 PERIODIC REVIEW OF DEPARTMENT CHAIRS**

121 18.710 To ensure that the department chair maintains the confidence of the faculty, the faculty  
122 shall have an opportunity to vote on the position of department chair every third year in  
123 accordance with relevant provisions of sections 18.000 and 18.100 of this document. This  
124 process shall commence no later than the third week of the Spring semester of the third year

125 and must be completed by the midpoint of the Spring semester. The department chair is eligible  
126 for reappointment as department chair if elected by the faculty and approved by the Dean.

127 **18.800 ELECTION TO RECALL A DEPARTMENT CHAIR**

128 18.810 Any faculty member at any regularly called department meeting, when a quorum is  
129 present, may make a motion to initiate a ballot to determine the extent of support for the  
130 department chair by the department faculty. If the motion is seconded and passed at a second  
131 reading by a majority secret vote of the members present, then a ballot committee consisting of  
132 at least three department members shall be elected. A meeting may be called by a signed  
133 petition of at least 20% of the tenured and probationary faculty.

134 18.820 The ballot committee shall prepare a ballot containing the name of the department chair  
135 with two choices provided:

136  Affirm support for the department chair

137  Recall the department chair

138 18.830 The ballots shall be distributed to faculty identified in section 18.030 in accordance with  
139 the provisions of section 18.320.

140 18.840 The ballot committee shall count the ballots and report the results to the department and  
141 the Dean. If the results of the ballot shows that three-fifths of the ballots cast are marked "Recall  
142 the department chair," then the provisions of this document shall be implemented.

143 **18.900 PROVISIONS FOR IMPLEMENTATION OF THIS DOCUMENT**

144 18.910 Appropriate provisions of this document shall be implemented if the Dean requests, if the  
145 department chair resigns, if the chair is removed from office, or if a vacancy occurs for any other  
146 reason.

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149 **EFFECTIVE: Fall 2000**