

CALIFORNIA STATE UNIVERSITY, LONG BEACH

POLICY STATEMENT

NUMBER: 78-17
Amendment #1

FILE: Appointments

*Superseded by 79-18 (Revised)
11-4-83*

SUBJECT: AMENDMENT TO POLICY STATEMENT 78-17, The Appointment
of Academic Administrators and Department Chairs

The following amendment, recommended by the Academic Senate at its meeting of September 21, 1978, and approved by the President on October 4, 1978, is as follows:

REVIEW OF ACADEMIC ADMINISTRATORS

Every five years a periodic review shall be made of each academic-administrator listed in paragraph entitled Faculty Participation In Academic-Administrative Appointments whose position requires faculty consultation.* However, upon petition of one-third of the regular (tenured/tenure-track) constituent faculty, a review by faculty and/or administrators shall be undertaken at any time.

*Any academic-administrator shall be reviewed after five years, providing that at least three of the five years were spent as a regular appointee.

*Add this amendment to first paragraph under "Review of Academic Administrators" on page seven of policy statement 78-17.

DEG:bjp
10/12/78

<u>Position</u>	<u>Constituency for Faculty Participation</u>
Executive--Graduate Affairs: Dean of Graduate Studies and Research	Subcommittee of Graduate Council and University Research Committee.
Director, University Library	Ad Hoc Committee created in accordance with procedures established by the President and Academic Senate and comprised of professional librarians, library staff, faculty, and student representatives.
Deans of Schools Director, Center for Public Policy and Administration	Ad Hoc Committee selected by faculty of the respective Schools or Centers, in accordance with the constitution of the School or Center.
Associate Deans of Schools	Committee comprised of constituents within the School involved in accord with the processes specified in the documents of that School. In the case of a new School, consultation shall occur with an Ad Hoc Committee of the faculty of that School.
Director, Sports, Athletics, and Recreation	A subcommittee appointed by the University Board of Sports, Athletics, and Recreation to include representatives from the faculty, staff, students, administration, alumni and the community.

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With the exception of the President (Presidential review committee will be established by the Academic Senate), the review committee for each academic-administrator will be comprised of the same type of membership and will be selected in the same manner as the search committee for that position as listed in paragraph entitled Faculty Participation In Academic-Administrative Appointments of this document.

*Any academic-administrator shall be reviewed after five years, providing that at least three of the five years were spent as a regular appointee.

The members of each review committee shall establish ways and means by which the review will be accomplished.

When the review has been completed, a written report and recommendations shall be submitted to the individual reviewed and the individual's immediate supervisor as well as all reporting levels above the supervisor. The appointing authority then shall consider appropriate action.

POLICY FOR THE APPOINTMENT AND REVIEW OF DEPARTMENT CHAIRPERSONS

It is essential that the individual selected for the position of Department Chairperson enjoy the mutual confidence of the faculty of her or his Department and the Dean of the School, the administrator to whom she or he reports. No person shall be appointed to the position by the President or Dean unless she or he has received a majority vote of the faculty, except in the case of an interim appointee as provided for in this section.

NOTE: The term "department faculty" in this document shall refer to all full-time tenure-track and tenured faculty members at the rank of Instructor and above who have a primary teaching service area within the department and who have at least a six unit assignment in the department. Department Chairpersons and those on leave with pay shall be included. Those holding full-time administrative appointments outside of the department and those on leaves without pay shall be excluded.

When there is a vacancy in the position of Department Chairperson, the faculty involved shall, by secret ballot, elect an appropriate Department Committee or function as a Committee of the Whole in the consultation process.

The Dean of the School shall meet with the Committee and then with the department faculty to establish the requirements for the position and the nomination procedures to be followed. A notice containing the nomination procedures shall be published with the department.

The Committee will conduct a search for qualified and willing candidates. As in all personnel matters, the consultation between the Committee and the Dean of the School shall be confidential. The persons nominated for the Chairpersonship must be tenured full Professors or the highest rank available in that Department. Exceptions to this require the approval of the faculty involved and the Dean of the School.

California State University, Long Beach

Memorandum

Date : October 25, 1978

To : All Offices

From : Eugene L. Asher
Executive Assistant to the President

Subject: Corrections to Policy Statement

Please substitute attached revised page 7 in your copy of Policy Statement 78-17, after which you may discard Amendment #1 to this policy.

The recent Supplement #2 to Policy Statement 78-17 should not have been sent, as it is not a part of "policy" per se, but a set of internal working resolutions of the Academic Senate. Please discard this part of 78-17 from your policy statement file.

ELA:bjp
Attachment

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Academic Senate Office

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CALIFORNIA STATE UNIVERSITY, LONG BEACH

POLICY STATEMENT

NUMBER: 78-17
Supplement #2

FILE: Appointments

SUBJECT: RESOLUTIONS REGARDING POLICY STATEMENT 78-17, The Appointment of Academic Administrators and Department Chairs

The following resolutions, recommended by the Academic Senate at its meeting of September 7, 1978, and approved by the President on October 2, 1978, is as follows:

- (1) RESOLVED: That until such time as the review of the office and position of Dean of Graduate Studies of California State University, Long Beach, is completed, the review of the incumbent of that position be postponed.
- (2) RESOLVED: That the California State University, Long Long Beach, Academic Senate, establish an ad hoc committee whose charge will be to monitor the process in Policy 78-17 as it applies to department chairs during academic year 1978-79; and be it further
RESOLVED: That the ad hoc monitoring committee report to the Academic Senate early in the Fall semester of 1979 with recommendations, if any.
- (3) RESOLVED: That the procedure to be followed in obtaining faculty representatives to serve on academic-administrative review committees is as follows:
 1. The departments will nominate tenured faculty, preferably those familiar with the entire campus operation;
 2. the school will conduct the election (proportionally);
 3. the Academic Senate office will compile the list, and the Rules Committee will select from the list.

Position

Constituency for Faculty Participation

Executive--Graduate
Affairs: Dean of
Graduate Studies
and Research

Subcommittee of Graduate Council and
University Research Committee.

Director, University
Library

Ad Hoc Committee created in accordance
with procedures established by the
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Deans of Schools
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Ad Hoc Committee selected by faculty
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Committee comprised of constituents
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A subcommittee appointed by the
University Board of Sports, Athletics,
and Recreation to include representa-
tives from the faculty, staff, students,
administration, alumni and the commu-
nity.

REVIEW OF ACADEMIC ADMINISTRATORS

Every five years a periodic review shall be made of each academic-administrator listed in paragraph entitled Faculty Participation In Academic-Administrative Appointments whose position requires faculty consultation. However, upon petition of one-third of the regular (tenured/tenure track) constituent faculty, a review by faculty and/or administrators shall be undertaken at any time.

With the exception of the President (Presidential review committee will be established by the Academic Senate), the review committee for each academic-administrator will be comprised of the same type of membership and will be selected in the same manner as the search committee for that position as listed in paragraph entitled Faculty Participation In Academic-Administrative Appointments of this document.

** See Amendment #1 (Any academic administrator shall be reviewed after five years, providing that at least three of the five years were spent as a regular appointee.)*

The members of each review committee shall establish ways and means by which the review will be accomplished.

When the review has been completed, a written report and recommendations shall be submitted to the individual reviewed and the individual's immediate supervisor as well as all reporting levels above the supervisor. The appointing authority then shall consider appropriate action.

POLICY FOR THE APPOINTMENT AND REVIEW OF DEPARTMENT CHAIRPERSONS

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NOTE: The term "department faculty" in this document shall refer to all full-time tenure-track and tenured faculty members at the rank of Instructor and above who have a primary teaching service area within the department and who have at least a six unit assignment in the department. Department Chairpersons and those on leave with pay shall be included. Those holding full-time administrative appointments outside of the department and those on leaves without pay shall be excluded.

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The Dean of the School shall meet with the Committee and then with the department faculty to establish the requirements for the position and the nomination procedures to be followed. A notice containing the nomination procedures shall be published with the department.

The Committee will conduct a search for qualified and willing candidates. As in all personnel matters, the consultation between the Committee and the Dean of the School shall be confidential. The persons nominated for the Chairpersonship must be tenured full Professors or the highest rank available in that Department. Exceptions to this require the approval of the faculty involved and the Dean of the School.

California State University, Long Beach

Memorandum

Date : October 25, 1978

RECEIVED

To : All Offices

NOV-2 1978

Academic Senate Office

From : Eugene L. Asher
Executive Assistant to the President

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Please substitute attached revised page 7 in your copy of Policy Statement 78-17, after which you may discard Amendment #1 to this policy.

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ELA:bjp
Attachment

CALIFORNIA STATE UNIVERSITY, LONG BEACH

POLICY STATEMENT

NUMBER: 78-17
Supplement #1

FILE: Appointments

SUBJECT: Implementation of Policies for the Appointment and Review of Academic Administrators and Department Chairpersons

The following policy statement, recommended by the Academic Senate at its meeting of March 9, 1978, and approved by the President on April 20, 1978, is as follows:

The implementation of the "Policies for the Appointment and Review of Academic Administrators and Department Chairpersons" shall be as follows:

1. During the 1977-78 academic year, department chairpersons in their third year of office shall receive an appointment letter from the Dean. Copies of this appointment letter shall be given to all faculty members within the department and to appropriate administrative offices. This review process shall be conducted during the Spring semester of 1978.
2. The implementation for the review of academic administrators shall be as follows for academic administrators with five or more years in office providing the present incumbent is still in office:

1978-79 Academic Year (Committee to be established during Spring semester, 1978--review to take place during Fall, 1978 semester with a written report submitted to the individual reviewed and the individual's immediate supervisor as well as all reporting levels above the supervisor. The appointment authority then shall consider appropriate action.)

Vice President for Administration and Staff Coordination
Executive--Student Affairs: Dean of Students
Executive--Graduate Affairs: Dean of Graduate Studies & Research
Dean, School of Applied Arts and Sciences
Dean, School of Education
Dean, School of Engineering
Director, Center for Public Policy and Administration

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JUL - 5 1978

Academic Senate Office

1979-80 Academic Year To allow for the review of a reasonable number of University academic administrators, it was agreed that the following academic administrators be reviewed during the 1979-80 academic year:

Executive Vice President--Foundation*
Dean, Continuing Education and Summer Sessions
Director, Student Development Programs
Director, International Education Center

*The President will recommend to the Foundation Board that it review the Foundation-related performance of the Executive Vice President-Foundation in 1979-80.

The following year, the Office of the Associate Vice President for Academic Affairs--Academic Personnel should be contacted during the Spring Semester, 1980 concerning those individuals up for review during the 1980-81 academic year.

Effective: Immediately

DEG:bjp
6/23/78

CALIFORNIA STATE UNIVERSITY, LONG BEACH

POLICY STATEMENT

NUMBER: 78-17

FILE: Appointments

SUBJECT: The Appointment of Academic Administrators and
Department Chairs

The following policy statement, recommended by the Academic Senate at its meeting of January 26, 1978, and approved by the President on February 14, 1978, is as follows:

POLICIES FOR THE APPOINTMENT OF ACADEMIC ADMINISTRATORS
AND DEPARTMENT CHAIRPERSONS

The following procedures are in accord with the consultation procedures required by Section 42701 of Title 5 of the California Administrative Code and are subject to all applicable laws of the federal government and the State of California, regulations of the Board of Trustees, and directives of the Chancellor. All laws, rulings, and interpretations relative to Affirmative Action apply.

PROCESS FOR ESTABLISHING GUIDELINES FOR ACADEMIC-ADMINISTRATOR
SEARCH COMMITTEES

The process that brings together the faculty, the administration and frequently other members of the University community, in a joint search for administrative officers is an important part of selecting individuals who enjoy the confidence of both the faculty and administration. To this end it is essential to maintain mutual contact throughout the search between the committee and the office for whom the search is being provided. The following guidelines have been developed to improve the efficiency and effectiveness of the consultation process.

The members of those constituency groups responsible for selecting members to the search committee should assure themselves that membership of that committee reflects the diversity in minority and female representation expected under the University's Affirmative Action Program. No member of the search committee shall be a candidate for the office involved.

A chairperson and secretary shall be elected at the first meeting. Administrative resources and support for the committee shall be provided by the appropriate administrative office. It is essential that mutual contact between the committee and the office for whom the advice and consultation is being provided be maintained at all points during the process.

When officially formed, the committee shall first contact the President and/or an appropriate University officer designated by him for whom consultation is being provided. The search committee will be given a general statement of the responsibilities and duties of the position to be filled and the time period during which the search shall be conducted. Following a thorough discussion between the President and/or designee and the search committee of the role and qualifications for the position, the committee will then seek nomination from the administrative officer directly responsible for the position as well as from any other appropriate source.

The Director of Affirmative Action shall meet with the committee at the earliest session prior to the initial conduction of the search to review the process by which the search shall be conducted, and shall review the total process from an Affirmative Action perspective prior to the submission of the names of the committee's nominees to the President or his designee. The Director of Affirmative Action will also be responsible for notifying the Chairperson and secretary of the search committee regarding any changes in Affirmative Action guidelines, policies, procedures, until such time as the search committee has been formally dissolved. The President's designee will consult with the committee as to the position description, the deadline for receipt of applications, the announcement of the vacancy, and the nature of the advertising which will be placed in appropriate publications.

The names of the members of the search committee, a description of the position to be filled, and the time period during which the search will be conducted, shall be published in the University Bulletin. Advertising for the position will be placed in broadly selected regional and national journals, as appropriate. An appropriate letter requesting applicants to file their papers for consideration will be sent by the chair of the committee in consultation with the committee.

The President's designee is responsible for the adequacy of the applicant pool. The Director of Affirmative Action will review the adequacy of that pool prior to the review of the applicant's qualifications by the search committee. Such a review will be conducted in accord with the University's personnel and affirmative action policies.

The committee shall interview a select number of candidates. In selecting candidates for interview, the committee shall conform to the University policy on affirmative action and equal opportunity employment. When interviews are arranged, the appropriate University officer shall--and the President may--hold separate interviews.

After interviews have been completed, the committee's confidential consensus evaluation as to the relative strengths and weaknesses of each candidate interviewed, in terms of the responsibilities of the office for which the candidate is being considered, will be submitted in writing to the President's designee. The committee shall recommend a number of candidates for consideration by the President's designee who may request a meeting with the committee to further review their recommendations. The records of the committee will be deposited and maintained confidentially in the Executive Office of the President so that they might be available for inspection by appropriate state and federal civil rights enforcement agencies.

The officer to whom the applicant reports will normally recommend one or more of the candidates to the President for formal appointment; however, if those recommended by the search committee are not deemed acceptable, then the President's designee must consult with the committee in an attempt to resolve problems.

All appointments are made by the President and appointees serve at his pleasure for an indefinite term.

The University Academic Senate shall appoint an "Interim Committee on Faculty Consultation in Academic-Administrative Appointments." This committee shall serve in emergency capacity during the summer months if the committee designated in paragraph entitled Constituencies for Faculty Participation in Academic-Administrative Positions cannot be convened.

When staff and/or student participation on search committees is appropriate, such members shall be appointed by the Staff Affairs Council and/or the Senate of the Associated Students, respectively.

Academic-administrative positions which require faculty participation are identified in paragraph entitled Faculty Participation in Academic-Administrative Appointments will be a matter of consultation with the faculty.

ACADEMIC-ADMINISTRATIVE APPOINTMENTS

Principles

A faculty member serving in a tenured academic position immediately preceding assignment to an academic-administrative assignment retains her or his permanent status as an academic employee.

A faculty member serving in a probationary academic position immediately preceding an academic-administrative assignment shall be reviewed and may acquire through the normal R&A consultative process academic tenure at a campus while serving in the academic-administrative assignment.

Appointments to certain academic-administrative assignments may be made only after such consultation as is required by Sections 42701 and 42702, Title 5. Those persons from off campus employed into academic-administrative positions shall be given retreat rights only after appropriate faculty consultation including the Teaching Service Area involved (see also: CSULB policy on Teaching Service Areas). In normal practice the determination of retreat rights and the assignment of a Teaching Service Area shall be made at the time of appointment.

"ACTING" APPOINTMENTS

An Academic-Administrator will be considered in an "acting" position when it is not possible to obtain faculty consultation. The President or designee shall make the acting appointment and the individual appointed will serve in the acting position until the consultation process for an interim or permanent Academic-Administrator has been completed. The faculty and administration shall complete the consultation as quickly as possible.

"INTERIM" APPOINTMENTS

An Academic-Administrator will be considered in an "interim" position after appropriate faculty consultation but only when a limited search (other than national) for the position has been conducted. The individual appointed will serve until the normal process for appointment of an Academic-Administrator has been completed as described in paragraph entitled Process For Establishing Guidelines For Academic-Administrator Search Committees of this document.

FACULTY PARTICIPATION IN ACADEMIC-ADMINISTRATIVE APPOINTMENTS

Requires Faculty Consultation:

- | | |
|--|---|
| 1. President* | 12. Director of Continuing Education |
| 2. Vice President for Administration and Staff Coordination | 13. Director, Center for Public Policy and Administration |
| 3. Vice President for Academic Affairs | 14. Director, University Library |
| 4. Executive--Student Affairs: Dean of Students | 15. Director, Learning Resources |
| 5. Associate Vice President for Academic Affairs--Academic Personnel | 16. Director, Center for Faculty Development |
| 6. Associate Vice President for Academic Affairs--Instructional Programs | 17. Director, Sports, Athletics and Recreation |
| 7. Executive Vice President--Foundation | 18. Director, Student Development Programs |
| 8. Executive--Graduate Affairs: Dean of Graduate Studies and Research | 19. Director, International Education Center |
| 9. Director of Affirmative Action | 20. Associate Deans of Schools** |
| 10. Deans of Schools | 21. Director of Automatic Data Processing and Information Systems |
| 11. Dean of Continuing Education & Summer Sessions | |

Does not Require Faculty Consultation:***

- | | |
|---|--|
| 1. Director of Public Affairs | 11. Scheduling Coordinator |
| 2. Director of University Publications | 12. Registrar |
| 3. Director of Physical Planning and Development | 13. Director, University Union |
| 4. Business Manager | 14. Medical Director, Health Center |
| 5. Director, Plant Operations | 15. Director, Admissions and Records |
| 6. Director, Public Safety | 16. Director, Academic Planning |
| 7. Director, Staff Personnel | 17. Director, Institutional Research |
| 8. Director, Financial Aid and Student Employment | 18. Director of Research |
| 9. Controller | 19. Directors and Associate Deans in Administrative Affairs and Student Affairs Division |
| 10. Director, Relations with Schools | |

*Ad Hoc Committee created in accordance with procedures established by the Board of Trustees.

**As provided for in School Constitution.

***Persons responsible for non-academic-administrative appointments shall develop appropriate consultative procedures to include faculty, students, staff as appropriate prior to appointment.

Constituencies for Faculty Participation in Academic-
Administrative Positions

<u>Position</u>	<u>Constituency for Faculty Participation</u>
President	Committee established by Board of Trustees: Chairman, Board of Trustees; two Trustees; Chancellor; Vice Chancellor Faculty and Staff Affairs; one CSUC President; one member, CSULB Advisory Board; three campus representatives (at least two must be faculty); one CSULB student.
Vice President for Administration and Staff Coordination	
Vice President for Academic Affairs	
Executive--Student Affairs: Dean of Students	
Associate Vice President for Academic Affairs--Academic Personnel	
Associate Vice President for Academic Affairs--Instructional Programs	
Director, Affirmative Action	
Dean of Continuing Education & Summer Sessions	
Director, Continuing Education	Ad Hoc Committee created in accordance with procedures established by the President and Academic Senate with faculty, staff and student representatives as appropriate, taking into account the knowledge they have of the competencies needed in a particular position.
Director, Learning Resources	
Director, Center for Faculty Development	
Director, Student Development Programs	
Director, International Education Center	
Director, Automatic Data Processing and Information Systems	
Executive Vice President --Foundation	Subcommittee of the Foundation Board of Directors comprised of faculty, administrators, and community members.

Position

Constituency for Faculty Participation

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and Research

Subcommittee of Graduate Council and
University Research Committee.

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Director, Center for
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Schools

Committee comprised of constituents
within the School involved in accord
with the processes specified in the
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committee for that position as listed in paragraph entitled Faculty
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The Dean of the School shall meet with the Committee and then with the department faculty to establish the requirements for the position and the nomination procedures to be followed. A notice containing the nomination procedures shall be published with the department.

The Committee will conduct a search for qualified and willing candidates. As in all personnel matters, the consultation between the Committee and the Dean of the School shall be confidential. The persons nominated for the Chairpersonship must be tenured full Professors or the highest rank available in that Department. Exceptions to this require the approval of the faculty involved and the Dean of the School.

The Committee shall present nominations at a duly called department faculty meeting at which time opportunity must be provided for additional nominations to be made from the floor. Nature of the meetings and of this agenda item shall be given to all department faculty members at least ten (10) working days prior to the meeting.

The department faculty members shall vote by secret mail ballot on all nominees to determine which nominee(s) shall be recommended to the Dean of the School. To be recommended, a nominee must receive the vote of a majority of the department faculty members. A department Elections Committee will be selected and shall receive and count the ballots and shall determine the validity of the department's nominees. A department may recommend to the Dean as many candidates as it so determines.

Using the procedures referred to above, the faculty shall recommend one or more candidates. The names of all recommended candidates shall be forwarded to the Dean of the School by the department's Elections Committee.

After consultation with the Vice President for Academic Affairs, the Dean will appoint a Department Chairperson from the list of recommended candidates. The authority for the Dean to appoint and remove Department Chairpersons is specifically delegated to the Dean by the President.

Failing agreement between the Dean and the department faculty concerning the appointment of the Department Chairperson, an ad hoc Committee shall be formed. The ad hoc Committee shall be composed of the Chairperson of the Academic Senate (or designee), the Dean of the appropriate School (or designee), and one faculty member from that school, from outside the department involved, elected by a majority of votes cast by the faculty of that school. The Committee must consult with all faculty members from the department who are in residence on the campus, either collectively through a department meeting or individually by providing each faculty member who so requests an opportunity to meet with the Committee. The Committee shall do everything reasonably possible to select an interim Chairperson who meets with the approval of at least a majority of the faculty members of the department involved. An interim Chairperson shall be limited to serving for one (1) year only. The Dean shall engage in further consultation with the faculty concerning a permanent selection.

The designated Chairperson shall receive an appointment letter from the Dean. Copies of this appointment letter shall be given to all faculty members within the department and to appropriate administrative offices.

To insure that the Department Chairperson maintains the confidence of the faculty, the department faculty shall initiate a formal review of the Department Chairperson at the beginning of his/her third year of service and every three years thereafter. A review may also be held when a three-fifths majority of the Department faculty, by secret ballot, or the Dean, determines that a review is compelling and necessary. The review shall be conducted (a) by a committee of department faculty members to be elected by secret ballot by the department faculty members, or (b) by the department faculty members acting as a Committee of the Whole. Departments having fewer than four (4) members shall act as a Committee of the Whole.

The review shall be completed no later than the end of the fall semester, at which time a written report shall be submitted to the Department Chairperson and the Dean of the School.

At the beginning of the spring semester following the formal review of the Department Chairperson, the faculty of the department shall vote by secret ballot to determine if the Chairperson is acceptable to the department. No Chairperson shall continue to serve after the end of the academic year in which a formal review is conducted if he/she does not receive a vote of confidence from a majority of the full-time, tenured, tenure-track faculty of the department. The Elections Committee of the department shall conduct the vote by secret mail ballot. The results of the vote shall be submitted to the Dean of the School, the President of the University, the Vice President for Academic Affairs, and the Associate Vice President for Academic Affairs--Academic Personnel. The formal review will not preclude the department faculty from placing additional candidates in nomination as prescribed above. A department may recommend to the Dean as many candidates as it so determines.

DEG:bjp
3/1/78