

Superseded by PS 87-08

California State University, Long Beach

POLICY STATEMENT

November 4, 1983

Number: 79-18
(Revised)

File: Appointments

SUBJECT: APPOINTMENT OF BARGAINING UNIT DEPARTMENT CHAIRPERSONS

This Policy Statement supersedes PS 78-17
and Supplement No. 1.

The following policy statement, recommended by the Academic Senate at its meeting of May 3, 1979, and approved by the President on June 27, 1979, and modified in conformance with the Unit 3 Memorandum of Understanding ratified in August 1983, is as follows:

18.100 INTRODUCTION

18.110 The authority for the Dean of the School to appoint and remove bargaining unit Department Chairpersons is specifically delegated to the Dean by the President.

18.120 It is essential the individual selected for the position of bargaining unit Department Chairperson enjoy the mutual confidence of the faculty or his/her Department and the Dean of the School, the administrator to whom he/she reports. No persons shall be appointed to the position by the President or Dean unless he/she has received a majority vote (more than half of the votes cast) of the faculty, except in the case of an interim appointee as provided for in this section.

18.130 The term "department faculty" in this document shall refer to all full-time or equivalent tenure-track and tenured faculty members ~~who have a~~ primary/teaching/service/area within the department, except that the President, Vice President for Academic Affairs, and School Deans shall not participate as members of the department faculty in departmental deliberations or

nominations for the selection of bargaining unit
Department Chairpersons in the departments in which
~~those/officers have/who/primary/teaching/service~~
~~areas~~ they hold retreat rights.

18.200 GUIDELINES FOR DEPARTMENT CHAIR SEARCH COMMITTEES

- 18.210 When there is a vacancy in the position of bargaining unit 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.
- 18.220 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.
- 18.230 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 position must be probationary or tenured ~~full~~ professors ~~of the~~ ~~department/school/available~~ in that Department. Exceptions to this require the approval of the faculty involved and the Dean of the School.
- 18.240 The Department may conduct an external search following consultation with the Dean of the School and with the prior approval of the Office of Academic Affairs. Eligible faculty within the Department may be candidates in such a search. The procedures for the appointment of bargaining unit Department Chairpersons must be followed (except for the section concerning additional nominees from within the Department).
- 18.250 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 working days prior to the meeting.

18.300 BARGAINING UNIT DEPARTMENT CHAIR SELECTION, APPOINTMENT,
AND REAPPOINTMENT PROCEDURES

- 18.310 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.
- 18.320 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.
- 18.330 After consultation with the Vice President for Academic Affairs, the Dean ~~will~~ shall normally appoint a bargaining unit Department Chairperson from the list of recommended candidates.
- 18.340 Failing agreement between the Dean and the department faculty concerning the appointment of the bargaining unit Department Chairperson, an 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 the department involved. The department member is to be nominated at a fully called department meeting and elected by a majority of votes cast in a secret ballot election. No member of the ad hoc Committee shall be a candidate for the office involved nor a nominee recommended by the Department and rejected by the Dean of the School. The Committee must consult with the department faculty at a meeting called for this purpose. The Committee also has the option of providing each department member, who so requests, an opportunity to meet with the Committee. The Committee shall do everything reasonably possible to select an interim bargaining unit 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 year only. In compliance with the guidelines stated in this document, the Dean and the department faculty shall

continue to consult until a permanent selection is made. These impasse procedures shall not be implemented during summer months when the faculty are off campus. During this period, it is recommended that the outgoing bargaining unit Chairperson retain the position until the following Fall semester, at which time the provisions of this document can be properly exercised.

- 18.350 The designated bargaining unit 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.
- 18.360 To insure that the bargaining unit Chairperson maintains the confidence of the faculty, without prejudice to reappointment and to insure that faculty have provisions to vote on a bargaining unit Chairperson at least every three years, the Department will institute the selection process for a bargaining unit Department Chairperson during the Spring semester of the third year. In addition, an election may be held at any time when a three-fifths majority of the department faculty, by secret ballot, or the Dean, determines that an election is compelling and necessary. Procedures will allow for one or more nominees to be presented to the Dean as listed above. A Department may recommend to the Dean as many candidates as it so determines. The recommendation of the department committee and the vote of the department faculty shall be submitted to the Dean of the School, the Associate Vice President for Academic Affairs--Academic Personnel, and the Vice President for Academic Affairs. In case a bargaining unit Chairperson resigns or is removed from office, the regular nomination and selection process is to be used to replace the office of the chair.

EFFECTIVE: Immediately

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Academic Senate Office

CALIFORNIA STATE UNIVERSITY, LONG BEACH

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See Revised 77-18

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- 18.130 The term "department faculty" in this document shall refer to all full-time or equivalent tenure-track and tenured faculty members who have a primary teaching service area within the department, except that the President, Vice President for Academic Affairs, and School Deans shall not participate as members of the department faculty in departmental deliberations or nominations for the selection of Department Chairpersons in the departments in which those officers have their primary teaching service areas.

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- 18.230 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 position 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.
- 18.240 The Department may conduct an external search following consultation with the Dean of the School and with the prior approval of the Office of Academic Affairs. Eligible faculty within the Department may be candidates in such a search. The procedures for the appointment of tenure-track faculty and for the appointment of Department Chairpersons must be followed (except for the section concerning additional nominees from within the Department).
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Corrected page - 9/19/79

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- 18.340 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 the department involved. The department member is to be nominated at a duly called department meeting and elected by a majority of votes cast in a secret ballot election. No member of the ad hoc Committee shall be a candidate for the office involved nor a nominee recommended by the Department and rejected by the Dean of the School. The Committee must consult with the department faculty at a meeting called for this purpose. The Committee also has the option of providing each department 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 year only. In compliance with the guidelines stated in this document, the Dean and the department faculty shall continue to consult until a permanent selection is made. These impasse procedures shall not be implemented during summer months when the faculty are off-campus. During this period, it is recommended that the outgoing Chairperson retain the position until the following Fall semester, at which time the provisions of this document can be properly exercised.
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Effective: Immediately

DEG:bjp
7/12/79