

UPS 211.100

APPOINTMENT OF DEPARTMENT CHAIRS AND VICE-CHAIRS

- I. A department chair is responsible for leading the department, and also for representing it. It is therefore critical that a department have a chair in whom it has full confidence. These procedures are designed to enable departments to communicate their preferences in the matter of their chairs as clearly as possible. These preferences can be ignored only for the most compelling reasons, which should be explained to the department.

II. PROCEDURES

- A. When a department chair is to be chosen, the Dean of the College shall be responsible for convening the department for its initial meeting on the matter. Such a meeting shall be convened as soon as it is clear that the chair position will become vacant, but not more than 11 months prior to the time the vacancy will occur. In instances in which it is known in the previous academic year that a chair's position will become vacant the meeting shall be held before November 1st of the previous academic year. At this meeting:
1. The Dean shall ensure that the department is fully cognizant of the applicable procedures.
 2. The department shall set the method of voting for the chair and determine who shall vote in the election.
 - A. Tenured and tenure-track faculty members (including FERP faculty during their period of active employment) in the department shall each have one vote regarding the voting procedure and participants in a secret ballot.
 - B. Tenured and tenure-track faculty shall be allowed to vote and the following individuals may be allowed to vote if they are enfranchised by the tenured and tenure-track faculty:
 - Temporary full-time faculty
 - Temporary part-time faculty
 - FERP faculty who are not teaching in that semester, or
 - Other persons who are a part of the department.
 3. A member of the department who will not be a candidate for the chair position

shall be chosen to administer the election. The department may decide to place this responsibility in the hands of an ad hoc committee, made up of persons who are not candidates for the chair's position.

4. The department shall set the recommended term for the chair. Normally, the term shall be three years, unless a recommendation for some other term is made.
 5. The department shall set the nomination procedures and once some of these procedures are adopted, the election shall involve successive secret ballots until one candidate receives a majority of the votes cast.
- B. Any enfranchised member of the department may nominate a candidate for chair. Such candidates shall normally hold the rank of tenured Associate Professor or Professor in the department. A department chair shall be eligible for reelection for additional terms unless the department has decided otherwise through a prior decision as in a departmental constitution or bylaws. A nomination is not valid unless the person nominated indicates in writing a willingness to serve in the position if elected.
- C. Any enfranchised member of the department who wishes an outside search to be conducted may nominate an unspecified off-campus candidate, provided there is an available position. Votes for such a candidate shall be tallied in the same way as those for any named candidate. If the unnamed candidate wins, a search shall immediately be initiated. The selection of an off-campus candidate must conform to UPS 210.001, "Recruitment of Faculty."
- D. The department shall recommend one or more candidates to the President via the Dean and the Vice-President for Academic Affairs. If it fails to do so within three months of the initial meeting, the Dean may appoint an Acting Chair for not more than six months. When an off-campus candidate is to be selected, the President, in consultation with the department, shall extend the time limit as appropriate.
- E. While the President is responsible for the appointment of a chair, he/she shall make every effort to select a person who is acceptable to the department.
- F. When a department chair position becomes vacant unexpectedly and the department has not recommended a new chair, the Dean of the College shall, after consultation with members of the department, appoint an Acting Chair. An Acting Chair so appointed shall serve for no longer than 12 months.
- G. If a department chair applies for leave during the term of office, the Dean of the College shall ask the department for a recommendation on whether the vacancy should be regarded as temporary or permanent. If the vacancy is to be considered temporary, because the incumbent chair will return to duty, the procedure for

choosing an Acting Chair shall be the same as that for choosing a regular chair.
An Acting Chair chosen in this way shall serve for not more than 12 months.

III. When there are indications that a Chair does not have the confidence of his/her department faculty, the Dean of the College shall investigate. If substantial evidence of lack of confidence is found, the Dean of the College shall conduct a referendum to recall the chair. Tenured and tenure-track faculty members in the department shall each have one vote.

They may enfranchise any other category of temporary full- or part-time faculty, or other persons who are a part of the department. Absent any decision of this sort, only tenured and tenure-track faculty shall participate in this referendum. Such a referendum shall also be carried out if requested in a petition signed by a majority of the tenured and tenure-track members of the department. The results of such referenda shall be reported to the department. If a majority of those voting call for the selection of a new chair, the Dean shall proceed according to the procedure specified in Section II. No recall proposal may be made during the first semester of a chair's term.

IV. A department may decide whether or not to appoint a Vice-Chair. If it decides to do so, it may give the power to appoint a Vice-Chair to its Chair, or may adopt another method of selection. The responsibilities of the Vice-Chair shall be assigned by the Chair or by the department. The term of a Vice-Chair shall not continue beyond the term of the Chair. No Vice-Chair shall succeed to the chair position by virtue of being Vice-Chair.

EFFECTIVE DATE: March 25, 2008
Supersedes: UPS 211.100 dated 11-9-06
and ASD 07-181

Source: Faculty Affairs 10-25-07

Academic Senate Approved 12-6-07
Transmitted to the President's office 3-12-08
President approved as policy 3-25-08