

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
20 for or against a candidate shall be counted as a negative vote.)

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.



