

<b>CSN Policy</b>	<b>Section: Faculty</b>	<b>Number:</b>
<b>Title: Department Chair Selection and Recall Policy</b>		<b>Policy Effective Date: December 17, 2007</b>
Approved: <u>Michael D. Richards</u> <span style="float: right;"><u>December 17, 2007</u></span> CSN President <span style="float: right;">Date</span> This is a temporary approval while the policy is under review in the Faculty Senate.		
Faculty Senate Recommendation		Faculty Senate Recommendation Unnecessary
Recommended	Not Recommended*	(if not recommended, reasons are set forth in a separate attached memo)
_____	_____	_____
Faculty Senate Chair		Date

**DEPARTMENT CHAIR SELECTION PROCESS**

**A. QUALIFICATIONS OF OFFICE**

The Department Chair must be a full-time academic faculty member in the subject department. Any individual serving or desiring to serve as a Department Chair shall resign from said position upon commencement of sabbatical leave. In cases of resignation or removal of a Department Chair, see Section C herein below. Faculty wishing nomination for the role of Department Chair must have a preponderance of their assignment in the subject department.

**B. QUALIFICATIONS FOR VOTING**

The right to vote for a Department Chair shall be limited to full-time academic faculty members within the subject department (tenure track or continuing contract employees).

**C. LENGTH OF TERM**

Department Chairs shall serve for a term of three (3) years. In situations in which a mid-term election is held due to either the resignation or removal of the Department Chair, or in which the Chair-Designate is appointed by the President, the newly elected or appointed Chair shall serve for the remainder of the three (3) year term. There shall be no limitation on the number of terms an individual may serve as Department Chair.

**D. CHAIR ELECTION PROCESS**

1. During the second week in March during an election year, the process of selecting the Department Chair will begin. Faculty in the appropriate department will be given notice from the Faculty Senate Chair or designee at least 10 working days prior to the meeting to discuss the selection.

2. Faculty who have an interest in serving in the role of Department Chair will make their interest known in writing to the President or designee and the Faculty Senate Chair at least five (5) working days prior to the meeting. Special consideration for selection of Department Chair may occur in certain programs due to outside accreditation requirements. Faculty who are interested in serving as Department Chair must meet the qualifications stated herein if they wish to apply.
3. If there are no faculty members within the subject department interested in serving as Department Chair, the Faculty Senate Chair shall so advise the College's President. The President shall thereafter select a full-time academic faculty member from the college at large, to serve as Department Chair for said department during the current term thereof.
4. Upon the Faculty Senate Chair's receipt of the nominations for the position of Department Chair, said Chair shall inform the faculty in the subject department of the candidates wishing consideration as Department Chair in that department.
5. At a predetermined announced meeting, all faculty in the department will be invited to a meeting with the Faculty Senate Chair or designee for purposes of holding an election.
6. At the meeting set forth in paragraph five (5) above, an election will take place. It will be conducted by secret ballot. The candidate with the majority of votes of those voting in the election will be recommended to the President for appointment as Department Chair. If no candidate receives a majority of votes in the initial balloting, a run-off election by secret ballot will be held immediately thereafter between the two (2) candidates receiving the most votes. The candidate with the majority of votes will be recommended to the President for appointment. In the case of a tie vote between the run-off candidates, a second vote involving said candidates shall be held on the third working day thereafter. If the vote should again result in a tie between the candidates, the process shall be reopened for purposes of accepting new nominations. Those previously nominated may be denominated. Nominations shall close within five (5) working days of the reopening of the nomination process. The Faculty Senate Chair shall inform the faculty in the department of the candidates wishing consideration as Department Chair in the department. On the tenth day thereafter, the Faculty Senate Chair shall call a meeting of the department faculty for purposes of holding the election. At the meeting, an election shall be held. It will be conducted by secret ballot. The person with a majority of votes will be recommended to the President for appointment. In the case of a tie vote, the President shall select a member of the department to serve as Department Chair for the current term of office.
7. Within five (5) working days, the President will announce his/her decision.
8. If the President does not confirm the choice of the department as evidenced by the vote of the department, the President will give a rationale to the

department's faculty and will order another election. Within five (5) working days of the receipt of the President's decision not to confirm the department vote, all nominations for the office of Department Chair must be received by the Faculty Senate Chair. The Faculty Senate Chair will inform the faculty in the department of the candidates wishing consideration as Department Chair in that department. Within 10 working days thereof, the Faculty Senate Chair shall invite all qualified members of the department to a meeting for purposes of conducting an election. At the meeting an election shall be held. It will be conducted by secret ballot. The person with the majority of votes of those voting in the election will be recommended to the President for appointment. In the case of a tie vote, the President shall select one (1) of the nominated candidates to serve as Department Chair for the current term of office.

#### **E. RECALL OF DEPARTMENT CHAIRS: *PROCESS***

1. Procedures to be followed prior to instituting formal recall procedures (informal resolution).

If problems occur within a department, all reasonable efforts should be made to resolve them informally with the Department Chair. If faculty are unsuccessful in their efforts to resolve such problems, the following procedures must be followed prior to instituting formal recall procedures:

- a. Upon petition in writing from at least 1/3 of the faculty, the Faculty Senate Chair shall call a special meeting of the full-time faculty of that department for purposes of resolving any and all outstanding disputes, problems or issues. This special meeting shall occur pursuant to the Faculty Senate Chair's receipt of the signed written petition of at least 1/3 of the department faculty. The petition must be addressed to the Faculty Senate Chair with a copy thereof to be delivered by the Faculty Senate Chair to the Department Chair.
  - b. The special meeting shall occur within 10 working days of the Faculty Senate Chair's receipt of the petition. At the special meeting, the Faculty Senate Chair shall preside. The faculty and the Department Chair shall reasonably attempt to resolve the issues. Upon conclusion of the meeting, the Faculty Senate Chair shall render a written report and forward a copy of the same to the Department Chair, the faculty members within the subject department, and to the appropriate Vice President. Any such special meeting shall occur no more than once each semester (Fall/Spring). There shall be no special meeting during the Summer Session.
2. Formal recall procedures: instituting the recall of a department chair

The formal recall of a Department Chair may not commence any earlier than the beginning of the second regular (Fall/Spring) semester of the current term of office, or in the case of a mid-term appointment or election, no earlier than the beginning of the second regular (Fall/Spring) semester after said election or

appointment. The procedures to be followed by members of a department seeking the recall of their Department Chair are as follows:

- a. A special meeting of the department faculty shall be called by the Faculty Senate Chair pursuant to said Chair's receipt of a formal Petition for Recall of Department Chair. At least 1/3 of the faculty of the subject department must put the concerns of the faculty and the reasons for calling the special meeting in writing. The Petition must contain pertinent information regarding the reasons for calling the meeting. The Petition must be addressed to the Department Chair with a copy to the Faculty Senate Chair. The reasons for calling the special meeting include, but are not limited to, failure to communicate with faculty, failure to perform duties, sufficient injury to the department or institution.
- b. Within five (5) working days of receipt of the Petition, the Faculty Senate Chair shall convene a department meeting for purposes of resolving the issues so stated. At said special meeting, the faculty and Department Chair shall attempt, in good faith, to resolve the outstanding issues. If the Faculty Senate Chair determines that such resolution is unsuccessful, a vote of confidence/no confidence shall be held by secret ballot. If at least 2/3 of the department faculty express no-confidence in the Department Chair, the results thereof shall be forwarded to the President.
- c. In the case of a no-confidence vote, the President will rule on the vote and notify the department faculty, Faculty Senate Chair, and the Department Chair within five (5) working days. If, in the opinion of the President the problems are resolvable, the Department Chair will be given an opportunity to remedy the concerns of the faculty. If the concerns are grave and cannot be resolved, the President shall inform the department faculty, Faculty Senate Chair, and Department Chair and a new election shall be held in accordance with the procedures set forth herein for the election of Department Chairs.