

DEPARTMENT CHAIRS

Section 1. *Role*

- a. Department Chair is an academic faculty position. Department Chairs shall be members of the bargaining unit. Faculty members serving as Department Chairs shall maintain all rights and privileges of the faculty.
- b. The Department Chair primarily serves as a leader and advocate for his/her departmental colleagues.
- c. The Department Chair shall be responsible for the planning, maintenance, supervision, and fiscal operation of his/her academic unit.
- d. The Department Chair reports to the appropriate Dean or Director.

Section 2. *Term and Eligibility*

- a. The Department Chair must have completed two consecutive years of full time employment at CSN, and be a tenured, tenure-track, or market hire faculty member.
- b. Department Chairs shall serve for a term of three (3) years.
- c. The Department Chair is elected by the faculty of his/her department. The right to vote for a Department Chair shall be limited to full-time faculty members with more than fifty percent (50%) of their assignment in the subject department. All eligible faculty members who wish to vote in their department's election shall be able to do so.
- d. If a Department Chair is unable to serve his/her full term of office, the CSN President shall appoint a member of the department that meets the qualifications in (a) to serve as interim chair until a new election can be held. The election to replace the interim chair shall be held in the subsequent semester. The person elected as chair in the midterm election shall serve for the remainder of the original three (3) year term.

Section 3. *Election Procedure*

- a. During spring convocation, the Faculty Senate Chair will notify the faculty in departments that are holding elections of the process and timeline. The Faculty Senate Chair will also notify Human Resources of the need for an up-to-date list of all continuing full-time faculty members in each department. Human Resources shall comply by February 15th (2/15) at the latest. The Faculty Senate Chair will also notify the Office of E-Learning, or the appropriate CSN office, of the need to create online voting groups for the Department Chair elections. The Office of E-Learning or the appropriate CSN office shall comply by March 7th (3/7) at the latest.
- b. The online voting groups created for the purpose of elections must meet the following criteria:
 1. Voting is limited to a secure list of eligible faculty.
 2. Faculty members have easy access to the voting portal.
 3. Multiple votes from a single voter are not possible.
 4. Access to voting records is limited and controlled.
 5. Vote results are automatically tabulated.

- c. Faculty members who have an interest in serving as Department Chair will nominate themselves in writing to the CSN President and the Faculty Senate Chair by February 28th (2/28).
- d. Upon the Faculty Senate Chair's receipt of a nomination for the position of Department Chair, the Faculty Senate Chair shall immediately inform the faculty in the subject department of the candidate wishing consideration.
- e. In the time period between receiving the nomination and March 15th (3/15), the CSN President may reject the nomination of a Department Chair candidate. If the President rejects a nomination, the President will provide a written rationale to the faculty of the rejected nominee's department citing the specific reason for the rejection.
- f. In March, all departments holding a chair election shall have a departmental meeting for the purpose of allowing the candidates to speak and department members to ask questions.
- g. Electronic voting groups will be available for voting from April 1st through April 14th (4/1-4/14). The Procedures Committee will invite all candidates to join them when the electronically tabulated election results are viewed on the first workday following the end of voting. At least two members of the Procedures Committee, each from different departments, not holding the election, will be present. If there are not two committee members who meet this criterion, the Faculty Senate Chair will appoint an academic faculty member who does to be present.
- h. The candidate who received the majority of the votes cast in the election will be Department Chair. If no candidate receives a majority of votes in the initial balloting, a run-off election, using electronic voting groups, will be held.
- i. The procedure for run-off elections shall be:
1. If no person receives a majority of the total number of votes cast in the initial balloting, a run-off election will be held between the two (2) persons receiving the most votes. If the initial balloting resulted in no one receiving a majority of votes cast, but one candidate receiving the most votes and two or more candidates tied for second-most votes, the first-place candidate and all tied-for-second-place candidates shall advance to the run-off, regardless of the number of candidates this entails. If the initial balloting resulted in a tie for most votes, only those tied candidates are eligible for the second round of voting.
 2. The second round of voting shall begin immediately following the initial balloting and run for seven (7) calendar days.
 3. Notice shall immediately be sent to all departmental faculty members when a run-off election is required. That notice shall explain how faculty members will cast their electronic votes, shall indicate the time period in which voting will be open, and shall detail the additional provisions for run-off elections indicated in (4).
 4. In the case of a run-off election involving more than two candidates, the candidate who receives the largest number of votes shall be elected Department Chair. In the case of a tie in a run-off election, the names of the tied candidates shall be submitted to the CSN President, and the CSN President shall choose one to serve as Chair.
 5. On the first workday after the run-off voting has concluded, the Procedures Committee will invite the run-off candidates to join them in viewing the electronically tabulated election results.

j. Within two (2) calendar days of the conclusion of each election, the Faculty Senate Chair shall notify all faculty members of each duly elected Chair's name and department.

Section 3. Compensation

- a. Department Chairs shall be compensated according to the established formula. The formula shall be published in a concise and comprehensible format as an appendix to this Agreement.
- b. With the consent of the VPAA and NFA-CSN, a Department Chair may be granted more compensation than prescribed by the formula.
- c. One year after the ratification of this Agreement, NFA-CSN and CSN Administration will convene a committee to consider updating the Department Chair compensation formula. The formula may be updated if the committee reaches consensus.

Section 4. Recall

- a. If problems with a Department Chair occur, reasonable efforts should be made to resolve them informally. If faculty members are unsuccessful in these efforts, they may formally petition the Faculty Senate Chair to call a meeting for the purpose of either resolving the concerns or recalling the Department Chair.
- b. A formal petition must be in writing and signed by at least one third (1/3rd) of the full-time faculty members in the department. The petition shall include the specific concerns that faculty members have, and shall be copied to the Department Chair.
- c. Upon receipt of a formal petition, and within three (3) calendar days, the Faculty Senate Chair will notify the members of the department, the Department Chair, and the appropriate Dean and Vice-President, that a meeting of the department shall be held, either to resolve the concerns or recall the Department Chair. Said meeting shall take place within seven (7) calendar days of notification to the department. The Faculty Senate Chair will then ensure that an electronic voting group is created before the meeting, in case a recall vote is held.
- d. The Faculty Senate Chair shall preside over the meeting. At the meeting, the faculty members and the Department Chair shall attempt, in good faith, to resolve the outstanding issues. If the Faculty Senate Chair determines that such resolution is unsuccessful, and if the Department Chair has served for at least one full semester, a vote of confidence/no confidence shall be held by electronic ballot. The Faculty Senate Chair shall open the electronic voting group immediately, and it will remain open for three (3) calendar days. If at least two thirds (2/3^{rds}) of the full-time faculty members of a department vote no confidence in the Department Chair, the results shall be forwarded to the President.
- e. In the case of a no-confidence vote, the CSN President will rule on the vote and notify the department faculty, Faculty Senate Chair, and Department Chair within seven (7) calendar days. If, in the opinion of the CSN President, the problems are resolvable, the Department Chair will be given an opportunity to remedy the concerns of the faculty. If, in the opinion of the President, the concerns are grave and cannot be resolved, the CSN President shall immediately appoint an eligible member of the department to serve as chair until a new chair can be elected as per 2(d).