



## University Policy Statement

### 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. In this document, “department faculty” refers to all temporary faculty, probationary faculty, and tenured faculty. In this policy, FERP and Pre-Retirement Reduction in Time Base faculty are considered tenured faculty while in active employment. These procedures are designed to enable department faculty to communicate their preferences in the matter of their Chairs as clearly as possible within the constraints imposed by the Collective Bargaining Agreement and by the need to maintain the anonymity of the participants. While the President is responsible for the appointment of a Chair, they should make every effort to respect the recommendations of the department.

The procedures herein apply when selecting program coordinators or heads/directors of schools or divisions who have responsibilities that include the evaluation of personnel and, separate from the department personnel committee, evaluate and make recommendations regarding retention, tenure, and promotion of department faculty.

Consultation is an important part of these procedures. Such consultation shall include regular, transparent communication between all stakeholders. Faculty input is critical due to their knowledge of department needs.

- II. Procedures

- A. When a Department Chair is to be chosen, the Dean of the College shall be responsible for convening the department faculty for their 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. The Dean of the College shall ensure that the department faculty are fully cognizant of the applicable procedures. The Dean shall administer the procedure without bias to any faculty or the current Chair. In instances in which it is known in the previous academic year that a Chair’s position will become vacant, the meeting shall normally be held before November 1<sup>st</sup> of the previous academic year.
- B. The probationary and tenured faculty shall set the recommended term for the Chair. Normally the term shall be three years, unless a recommendation for some other term is made.

C. The election of a Department Chair shall be administered jointly by the department elections coordinator(s) and the Dean of the College or the Dean's designee. Department elections coordinators (up to two permitted) shall be chosen by the department faculty. The election coordinator(s) shall normally be tenured faculty. Neither the designee nor the department's election coordinator(s) shall be candidates for election to the position of Chair. The role of the election coordinator(s) shall be to administer the election in full collaboration with the Dean or their designee (e.g., verifying enfranchised faculty, distributing nominee(s) information, determining need for and scheduling oral presentations, and reporting election results).

D. Nominations and Eligibility

1. Only current department faculty unit employees may nominate a tenured or tenure track faculty member, including themselves, for Chair. Candidates shall normally hold the rank of tenured Associate Professor or Professor. This nomination could be a faculty member outside the department. Faculty unit employees may also request consideration of an external search as one of the options on the ballot.
2. A Department Chair shall be eligible for reelection for additional terms unless the department has specified otherwise in the departmental constitution or bylaws.
3. Nominations for Department Chair shall be submitted to and verified by the department election coordinator(s) and the Dean or Dean's designee. Nominations may only be made by enfranchised members of the department. A nomination is not valid until the persons nominated indicates in writing a willingness to serve in the position if elected. Nominees should be provided with a list of current Chair duties and encouraged to review UPS 211.000 *Responsibilities of Departments and Department Chairs* prior to accepting the nomination.

E. Election Procedures

1. Nominees shall provide the following to the persons administering the election:
  - a. Curriculum vitae.
  - b. Written statement of no more than one page that includes the nominee's vision and goals for the department for the next three years as well as their qualifications to be Chair.
  - c. Oral presentation of vision and goals with opportunity for questions from department faculty, if requested from department coordinator(s).
2. Enfranchisement and Verification
  - a. No person separated from the University shall be enfranchised to vote.
  - b. All probationary, tenured and full-time temporary faculty unit employees shall have one vote.
  - c. All part-time temporary faculty unit employees shall have a vote proportionate to the total number of weighted teaching units assigned in the current and previous semester divided by 30 rounded up to the nearest tenth.
  - d. The list of voters, including the weighting of their vote, shall be verified by the Dean or their designee and the department election coordinator(s).

3. The persons responsible for administering the election shall distribute the curriculum vitae and candidate statement of each nominee to all individuals enfranchised to vote in the election at least one week prior to the opening of the election.
4. Elections shall be carried out electronically via secret ballot using a system selected by the Provost that maintains the anonymity and confidentiality of the electorate. Elections shall take place no more than six weeks after nominations are completed. The election shall be open for a period of at least one week and at most two weeks. Voters shall have the options of 1) selecting one nominee or 2) selecting “None of the above.”
5. Reporting the recommendation of the department faculty (election results).
  - a. The Dean or designee and the department election coordinator shall report the election results to the department within five business days.

F. Recommendations

1. The Dean of the College shall provide a written recommendation that includes the results of the election, the curriculum vitae, and candidate statement of each of the candidates to the Provost. The vote of the department faculty should be more heavily considered as it expresses the preference of the department. If needed, the Dean of the College may ask for additional information from or consultation with the department faculty, staff and/or students to complete their recommendation.
2. The Provost shall then make a recommendation to the President.

G. If the department faculty fail to provide a viable recommendation by April 15th, the Dean may appoint an Interim Chair for not more than six months.

H. If there is to be an external search, the Dean, in consultation with the department, may appoint an Interim Chair for up to 18 months.

I. Appointment of the Department Chair by President or President’s Designee

1. When selecting the Chair, the President or designee shall take into consideration the votes cast by the department faculty and the recommendations of the Dean of the College and the Provost. Department preferences shall be respected in all cases except for the most compelling reasons.
2. The President or designee shall inform the Dean and department whom they have appointed as the Department’s Chair and explain the rationale for the appointment. The appointment should be announced within 30 days.

III. Unexpected Vacancies and Leaves

A. 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 the department faculty, appoint an Acting or Interim Chair. An Acting or Interim Chair so appointed shall serve for no longer than 12 months.

B. If a Department Chair applies for leave during the term of office, the Dean of the College shall ask the department faculty 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.

IV. Recall of a Department Chair

- A. When there are indications that a Chair does not have the confidence of their 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.
  - B. Such a referendum shall also be carried out if requested in a petition signed by a majority of the tenured and probationary faculty of the department.
  - C. Voting shall be carried out electronically using a system selected by the Provost that maintains the anonymity and confidentiality of the electorate, and votes shall be weighted according to section II.E.2 of this document.
  - D. 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.
- V. 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 it 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 solely by virtue of being Vice-Chair.

Source: Faculty Affairs Committee

**EFFECTIVE DATE: February 28, 2023**

Supersedes: UPS 211.100 dated 11-27-17

and ASD 17-138