| | **Department Chair Selection and Recall Policy** |
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| **CSN Policy** | |
| **Category: Faculty** | **Effective Date: 6/12/2017** |

| **MOST RECENT CHANGES** |
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| Version 3: |
| 1. Updated references from "Procedures Committee" to "Elections Committee" |
| 2. Updated references from "DE" to "Office of e-Learning" |
| 3. General formatting, grammar, and spelling corrections |

## I. POLICY PURPOSE

This policy establishes the qualifications for the position of Department Chair, the qualifications for voting for a Department Chair, terms of office, and the processes by which Department Chairs are elected and recalled.

## II. POLICY STATEMENT

A. THE MINIMUM QUALIFICATIONS FOR HOLDING THE OFFICE OF DEPARTMENT CHAIR

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. A faculty member wishing nomination for the role of Department Chair must have more than 50% of his or her assignment in the subject department.

Any individual serving as a Department Chair shall resign from that position upon commencement of sabbatical leave.

In cases of resignation or removal of a Department Chair, the procedures apply that are outlined in Section II.C below.

B. QUALIFICATIONS TO VOTE IN THE DEPARTMENT CHAIR ELECTION

The right to vote for a Department Chair shall be limited to full-time faculty members who are tenured, tenure track, or market hire with more than 50% of their assignment in the subject department.

C. LENGTH OF TERM

Department Chairs shall serve for a term of three (3) years. If for any reason a Department Chair is unable to serve his/her entire term, the President shall appoint a member of the department that meets the qualifications in Section II.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 spring, to coincide with the next chair election process, and the person elected as chair shall serve for the remainder of the original three (3) year term.

D. COMMENCEMENT OF TERM OF OFFICE and TRAINING OF NEW CHAIRS
The term of new chairs shall begin on July 1 (except for Interim Chairs). The weeks between the election and July 1 shall be used to allow new chairs to shadow their predecessors and receive training.

## III. PROCEDURE

A. CHAIR ELECTION PROCESS
1. During spring convocation, the Faculty Senate Chair will notify the faculty in departments that are holding elections of the chair selection process and timeline, as indicated in Attachment B. The

Faculty Senate Chair will also notify Human Resources of the need for an up-to-date list of all continuing contract full-time faculty members in each department (due 2/15), and the Office of e-Learning (or appropriate College office) of the need to create online voting groups for the Department Chair elections (to be completed by 3/7). The Elections Committee will be responsible for verifying that the members of each voting group exactly match the lists provided by HR (by 3/21).

2.  The online voting groups created for the purpose of elections must meet the following criteria:
    a.  Voting is limited to a secure list of eligible faculty
    b.  Faculty members have easy access to the voting portal
    c.  Multiple votes from a single voter are not possible
    d.  Access to voting records is limited and controlled
    e.  Vote results are automatically tabulated

    At the time this policy was approved, CSN's Learning Management System (LMS) met these criteria. So long as the LMS meets these criteria, it should be used for elections.

3.  Faculty members who have an interest in serving in the role of Department Chair will make their interest known in writing to the President and the Faculty Senate Chair by 2/28. Special consideration for selection of Department Chair may occur in certain programs due to outside accreditation requirements.

4.  If there are no faculty members within the subject department interested in serving as Department Chair, the President shall select a full-time tenured academic faculty member from the College at large to serve as Department Chair for said department for one year. A second election for chair for the department shall be held the next year, for the remainder of the three-year term. If no faculty members within the department are willing to serve for a second year in a row, the President shall appoint a full-time tenured faculty member from another department to serve the remainder of the original term.

5.  Upon the Faculty Senate Chair's receipt of an expression of interest to run for the position of Department Chair, the Faculty Senate Chair shall immediately inform the faculty in the subject department of the candidate wishing consideration. 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.

6.  Electronic voting groups will be available for voting from 4/1-4/14. All eligible faculty members who wish to vote in their department's election will be able to do so. The Elections 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 Elections 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.

7.  The candidate who receives the majority of the votes cast 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, using electronic voting groups, will be held.

8.  The procedure for run-off elections shall be:
    a.  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. The balloting for this purpose will begin immediately following the tabulation of the initial balloting and run for seven (7) calendar days.
    b.  If the result of the initial round of balloting results in a tie vote for most votes, only those tied candidates are eligible for the second round of balloting.
    c.  If the result of the initial round of balloting results in no one receiving a majority of votes cast, but one candidate receives the most votes and two or more candidates tie for second-most votes, regardless of the number of candidates this entails will be eligible for

the second round of balloting. The balloting for this purpose will begin immediately following the tabulation of the initial balloting and run for seven (7) calendar days.

    d.  Notice shall be immediately 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 Section III.A.8.e.

    e.  In the case of a tie in a run-off election involving only two candidates, both names shall be submitted to the President, and the President shall choose one to serve as chair for the full term of office. In the case of a run-off election involving more than two candidates, the candidate who receives the largest number of votes, whether or not that number constitutes a majority of votes in the election, shall be recommended to the President to serve as chair.

    f.  On the first workday after the run-off voting has ceased, the Elections Committee will invite the run-off candidates to join them in viewing the electronically tabulated election results.

9. Within seven (7) calendar days of the conclusion of each election, the President will confirm or reject the election results. The Faculty Senate Chair shall then notify all faculty members of each confirmed chair's name and department. If the President does not confirm the choice of the department, the President will give a rationale to the department's faculty and order another election. All nominations will be submitted to the Faculty Senate Chair within seven (7) calendar days. The Faculty Senate Chair will inform the faculty in the department of the candidates wishing consideration as Department Chair, and an electronic voting group shall be immediately opened for seven (7) calendar days. The person with the majority of votes of those voting in the election will be recommended to the President for appointment. If no candidate receives a majority of the votes cast, the winner of this election shall be determined in the manner indicated in Section III.A.8.e.

B. RECALL OF DEPARTMENT CHAIRS:

1. If problems with a Department Chair occur within a department, reasonable efforts should be made to resolve them informally with the Department Chair. If faculty members are unsuccessful in these efforts, they shall formally petition the Faculty Senate Chair to call a meeting for the purpose of either resolving the concerns or recalling the Department Chair.

2. A formal petition shall be in writing, shall be signed by at least 1/3 of the full-time, continuing contract faculty members for the department, shall include the specific concerns that faculty members have, and shall be copied to the Department Chair.

3. 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 of recall vote is held.

4. The Faculty Senate chair shall preside over the meeting. At the meeting, the faculty members and 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 there (3) calendar days. If at least 2/3 of the full-time, continuing contract faculty members of a department vote no confidence in the Department Chair, the results shall be forwarded to the President. If the Faculty Senate Chair is a member of the department in question, the most recent past Faculty Senate Chair, who is not a member of the department, will preside.

5. 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 seven (7) calendar 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, in the opinion of the President, the concerns are grave and cannot be resolved, the President shall immediately appoint a member of the department that meets the qualifications in Section II.A to serve as Interim Chair until a new chair can be elected, in accordance with the procedure detailed in Section III.A herein above.

## IV. AUTHORITY AND CROSS REFERENCE LINKS

Board of Regents Handbook, Title 2, Chapter 1, Section 1.6

## V. DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

## VI. SIGNATURES

Recommended By:

| /s/ Alok Pandey | 6/12/17 |
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| Faculty Senate Chair | Date |

Reviewed for Legal Sufficiency:

| /s/ Richard Hinckley | 6/12/17 |
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| General Counsel | Date |

Approved By:

| /s/ Michael D. Richards | 6/12/17 |
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| CSN President | Date |

## VII. ATTACHMENTS

Attachment A: History
Attachment B: Chair Selection Timeline and Faculty Senate Responsibilities

**Attachment A - HISTORY**

- Version 3:
    - o 06/12/2017: Approved by CSN President Michael D. Richards
    - o 06/05/2017: Reviewed by General Counsel (R. Hinckley)
    - o 05/01//2017: Recommended by Faculty Senate Executive Committee (A. Pandey)
    - o 02/26/2017: Revision Submitted by Rules and By-Laws Committee (J. Matovina)
        - Updated references from "Procedures Committee" to "Elections Committee"
        - Updated references from "DE" to "Office of e-Learning"
        - General formatting, grammar, and spelling corrections.

- Version 2:
    - o 04/16/2013: Revision Submitted by General Counsel (R. Hinckley)
        - Policy given a number, "policy purpose" was added, and the section heading "procedure" was added as per GEN 1.2. by General Counsel.
        - Omitted Attachment C, which was to be used only in the year 2010.

- Version 1:
    - o 03/22/2010: Approved by CSN President Michael D. Richards
    - o 02/26/2010: Recommended by Faculty Senate Chair (N. Mark Rauls)

**Attachment B**
**DEPARTMENT CHAIR SELECTION TIMELINE and FACULTY SENATE RESPONSIBILITIES**

| DEADLINE | ACTION TAKEN |
| --- | --- |
| During Spring Convocation | Faculty Senate Chair (FSC) notifies all faculty members which Department Chair elections will be held, and invites eligible faculty members to submit letters of interest by 2/28. FSC notifies HR and the Office of e-Learning of the need for faculty lists and electronic voting groups. |
| Until February 28 | Faculty members submit letters of interest in position to FSC and President. FSC notifies faculty members in each department as nominations come in. |
| By February 15 | HR provides the Elections Committee Chair and the Office of e-Learning with lists of all full-time tenured, tenure track, or market hire faculty members in each department. |
| During March | Department meeting for the purpose of allowing candidates to speak and faculty members to ask questions of candidates. |
| By March 7 | Office of e-Learning creates voting groups for each department, using HR faculty member lists. |
| By March 21 | Elections Committee confirms that voting group members match HR lists, without duplication. |
| April 1-14 | All Voting Groups are Open |
| First workday after 4/14 | At least two members of the Elections Committee, from different departments, meet to view the electronically tabulated voting results; all candidates are invited to attend. President and department members are immediately notified of all conclusive results, and of any run-off elections, if needed, per Section III.A.8. |
| Within (7) days of vote count | President confirms or rejects conclusive election results, and notifies Faculty Senate and department members. |
| April-May | Faculty Senate proceeds with any run-off elections, or elections resulting from the President's rejection of a departmental vote, per Sections III.A.8 and III.A.9. |