



## SELECTION AND REVIEW OF DEPARTMENT CHAIRS

The selection of a Department Chair is the most important collective decision of department faculty.

### I. APPOINTMENT

The President appoints and removes the Department Chair in consultation with the Provost, College Dean, and department faculty. The term of the appointment is normally four years.

### II. DEPARTMENTAL VOTING RIGHTS

The department voting rights for the selection and review of Department Chair are spelled out in Senate policy F02-4.

### III. REVIEW OF DEPARTMENT CHAIRS

1. Timing of Review: If the incumbent wishes to continue in his or her position beyond the fourth year, a review of the incumbent shall be initiated according to the provisions of this policy in the fourth year of an incumbent's term.

At any time, department faculty may request a formal review of the Department Chair by submitting to the Dean a petition signed by 50% of the department electorate as defined by F02-4. Except in rare instances and for compelling reasons, after this request from the department faculty, the College Dean will initiate the formal review of the Department Chair.

2. Appointment and Composition of Review Committee: At the beginning of the fourth year of the Department Chair's term, under the direction of the College Dean, the tenured and tenure-track department faculty shall elect from its ranks a peer review committee to evaluate the Department Chair's performance<sup>1</sup>. The review committee, in consultation with the College Dean, will determine the procedures and scope of the review.
3. Criteria for Review: The review committee, in consultation with the College Dean, shall specify the criteria for evaluating the incumbent's job performance. The incumbent shall be asked to examine the criteria developed and to make such comments or suggestions as may seem advisable.
4. Procedures for Review: The review committee, in consultation with the College Dean, shall develop procedures for conducting the review. The procedures shall be designed to secure appropriate information and

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<sup>1</sup> See CFA/CSU Agreement Article 15



committee that will consist of three members of the College RTP committee, one representative from the Dean's office, and one representative other than the nominee from the Department.

Failure to reach majority vote in a department may result in nominees' names being forwarded without a clear consensus. In these situations, the selection of the department chair should be resolved by cooperative efforts of department faculty, the College Dean, Provost, and President.

3. Chair appointment: Except in rare instances and for compelling reasons, the President shall appoint a person recommended by the department faculty.

4. Requests for External Searches: In cases where there is no clear nominee for chair or lack of senior (associate or full professor) leadership, Departments may request an external search for department chair. Such requests are limited and are not automatically guaranteed. Special requests should be resolved through the cooperative efforts of department faculty, College Dean, Provost, and President.

#### V. SELECTION OF AN INTERIM OR ACTING DEPARTMENT CHAIR

Normally, the designation of an interim or acting Department Chair requires a nomination by department vote. However, there are instances in which this is unfeasible. The following should guide the appointment of interim and acting chairs.

1. In situations where the period of service is short term, the College Dean, in consultation with the Provost and President, may make the interim or acting chair appointment. Interim and acting chair appointments should be a member of the department in which they will serve in and they should be a tenured faculty member.
2. Interim Appointments: An interim appointment occurs when a Department Chair's position has or will be vacated and there is insufficient time or it is otherwise impractical to complete the regular nomination process explained in Section IV. The President or Provost may make interim appointments after consultation with the College Dean and department faculty. Interim appointments are for a period of six months. Interim appointments may be renewed for an additional six months or less. Normally, a department should not have to operate under interim leadership for more than one year.
3. Acting Appointments: The title "acting" (e.g., Acting Chair) shall be applied to an individual who is designated to act on behalf of a Department Chair who is

on a short-term absence (illness, vacation, or on leave). The President or Provost, in consultation with the College Dean and department faculty, may make an acting appointment. Normally, acting appointments are of short duration.

## VI. REAPPOINTMENT OF A DEPARTMENT CHAIR

In order to serve one or more subsequent terms, the Department Chair must proceed through the review process and regular nominating process.

## VII. CONFIDENTIALITY

The review committee, college dean, and officers of the University shall hold in confidence data received by the review committee, its report, and accompanying materials.

Approved: November 22, 2010

Vote: 8-0-1

Present: Ng (Chair), Merdinger, Semerjian, Jiang, Reis, Backer, Brown, Peddada

Absent: Silber

### FINANCIAL IMPACT:

This policy does not have any direct financial impact.

### WORKLOAD:

This slightly increases the workload of some members of the College RTP committee. Three members serve as a committee to count ballots when there is more than one nominee for chair.