

**SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSÉ, CA 95192**

**F17-3, University Policy, Selection and Review of Department
Chairs and Directors**

Legislative History:

On December 11, 2017, the Academic Senate approved the fol0.5 1O0.006 Tc 0.006 T2w0.006 Hng M

University Policy

Selection and Review of Department Chairs and Directors

1. INTRODUCTION

1.1. Preamble

3. DEPARTMENT NOMINATING PROCESS

Every four years, the department faculty shall identify a nominee for Department Chair by secret ballot vote following these procedures. These are also the procedures for departments to recommend candidates for the role as acting Chair (in section 10 below.)

3.1. The Chair's job description should be developed by the Dean in consultation with the Department, and include the fraction of assigned time to be provided to the Chair.

3.2 Charging the Department. Deans and departments should communicate about the nomination process as early as possible. The Dean should attend a Department meeting at the beginning of the nomination process (no later than the tenth week of the current chair's final full semester) to present this policy, the Chair's job description and fraction of assigned time, and to explain the process for nominating a Chair.

If following the charge, the Department proceeds immediately to a department meeting as per

3.5. Responsibilities of the College Election Committee. The College Election Committee (1) shall inform the department of this policy's requirements, (2) shall count and certify the department's votes, (3) shall deliver the results of the department's voting to the President and to the Department in all appropriate formats, and (4) shall (with the assistance of Faculty Services) interpret and explain this policy to the department if any questions arise after the results are distributed.

3.6. Decision to seek permission for an external search. The department may decide at this stage, through normal voting procedures, to seek permission to search for an external chair (as per section 4.1 below) instead of proceeding immediately with a normal nominating election. If permission is denied, the department should proceed with the normal process to nominate a department Chair.

3.7. Faculty may suggest names of any tenured or tenure-track faculty member¹ to appear on the ballot for the nominating election. All nominated persons must accept or decline their nomination. All candidates will be given the opportunity to make statements and answer questions from department faculty.

3.8. Voting for Chair Nominees.

3.8.1. Tenured and tenure track faculty members have one full vote in the department to which they are permanently assigned, but no vote in a department to which they are temporarily assigned. Tenured and tenure track faculty holding joint appointments shall vote only in the department which holds the majority of their permanent assignment or, if equal, in the department that is responsible for their tenure. Tenured and tenure track faculty members on an approved leave retain their voting rights.

3.8.2. Faculty participating in the Faculty Early Retirement Program (FERP)² or the Pre-Retirement Reduction in Time Base Program (PRTB)³ shall have a proportional vote equal to WKHLU DQQXDOLJHG WLPH EDVH L H » » UHJDUGOHVV RI semester, through the last semester of their teaching appointment.

3.8.3. Lecturers have departmental voting rights in proportion to their assignment in a department. Proportional voting rights of lecturers may fluctuate with fall and spring appointments. Lecturers on an approved partial leave retain the proportional voting rights of their teaching assignment. Those on full leave relinquish their voting rights.

3.8.4. Faculty suspended under article 17 (Temporary Suspension) of the CBA retain their voting rights.

3.8.5. Voting rights of any faculty member are suspended for any semester in which the individual holds a full-time admaryericlove5. Vpen (i)-6.n (i)-6.11.1 (B)-9clcemtime admar artimady mul

4. EXTERNAL SEARCHES

4.1. Request for an external search. Department faculty may request an external search for department chair. An external search is a search in which candidates from outside San José State University are invited to apply to be hired as a tenured faculty member and as department Chair. Any department request for an external search must be supported by a majority vote of the department's eligible to vote faculty (following the procedures for department voting rights as outlined in University Policy S17-6). Such requests are not automatically granted.

4.2. Procedures for an external search. Successful completion of an external search for a department Chair requires coordination of two separate tasks: (1) the appointment of a new faculty member in accordance with the appointment policy and (2) the recommendation to the President of a Chair nominee in accordance with this policy. To expedite the successful conclusion of such a search, departments may combine procedures that are common to both processes as outlined below. Departments should determine which of these three alternatives they will use by majority vote (following the normal procedures for department voting rights), and they must do so prior to the start of a search. Whichever method the department adopts, the recruitment committee must conform to the normal requirements of the appointments policy.

4.2.1. Departments may designate all tenured and tenure track faculty as the recruitment committee so that the appointment recommendation and the nomination recommendation are coterminous. When this method is chosen, the recruitment committee must provide lecturers with the opportunity to provide confidential feedback on the search prior to final recommendations. A department may only use this method when there are more tenured faculty than probationary faculty. If it chooses this method, the normal prohibition of faculty serving on a personnel committee evaluating faculty of higher rank is suspended.

4.2.2. Departments may use separate processes for the appointment and for the nomination functions associated with an external search for a department Chair. Using this method, a smaller recruitment committee makes a recommendation under the normal appointment policy. Then the department as a whole votes to endorse or not to endorse the recommendation of the recruitment committee. For each candidate, the department's endorsement must specify whether or not that candidate is acceptable as a Chair. If more than one candidate is acceptable, then the department must rank them in order of preference. The department's endorsement serves to nominate a candidate to be Chair, but should be accompanied by the recruitment committee's report to justify the appointment of the candidate. In the event of conflict between the recommendation of the recruitment committee and the department's endorsement of that recommendation, the department makes the final Chair recommendation, but may only select a nominee nominate from among those candidates deemed to be acceptable finalists by the recruitment committee. When this method is chosen by a department, time must be allowed for these procedures to take place at the conclusion of the external search.

4.2.3. Departments may choose to delegate their right to nominate a Chair exclusively to their recruitment committee.

4.3. In conformity with the Appointments policy, an external nominee for Chair shall be reviewed and must receive a favorable recommendation for tenure from the appropriate personnel committee of the department before the appointment can be completed.

5. APPOINTMENT

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

5.2. When a department follows the procedures of this policy to successfully elect a Chair Nominee, the President shall -- except in rare instances and for compelling reasons—appoint that individual to serve as Department Chair.

5.3. Administrative details concerning the appointment of a Chair (appointment letters, salary adjustments, etc.) will be coordinated by the Office of the Provost.

6. FAILURE TO OBTAIN CHAIR NOMINEES AS DESCRIBED IN SECTIONS 3 (Nominations), 8 (Reappointment), and 10 (Acting)

Departments may be unable to successfully conclude a normal nomination for Department Chair. This could be the case in a department with no senior leadership qualified to be Chair, or no willing candidates. If a department fails to reach consensus (majority vote of the tenured and probationary faculty) following a normal nomination process (Section 3), the Dean shall consult with the faculty at a department meeting to determine the best course of action. This could be (1) the nomination of an interim or acting Chair, (2) initiation of an external search, (3) extension of a prior interim appointment, or (4) the nomination of a non-departmental interim Chair per the relevant sections of this policy.

7. REVIEW OF DEPARTMENT CHAIRS

7.1. Timing of Normal Review: The Dean shall initiate the formal review of each Department Chair no earlier than during the Chair's sixth semester in office and no later than the beginning of the Chair's seventh semester in office, 5S

Professional Standards, in consultation with the University Council of Chairs and Directors, the Council of Deans, the Center for Faculty Development, and Institutional Research and Strategic Analytics, will develop a set of guidelines that may be used by departments to help develop procedures for review.

7.6. Report of the Review Committee: At the conclusion of its evaluative activities, the review committee shall prepare a written report embodying its findings and conclusions. This report shall include a statement of strengths found and improvements desired in the incumbent's performance with respect to the evaluative criteria. All raw data collected for review shall accompany, but not be part of, the review committee's summary narrative. Before forwarding the final report to the College Dean, the review committee shall:

7.6.1. Provide a draft copy of the narrative portion of the report to the incumbent;

7.6.2. Provide the incumbent with an opportunity to meet with the review committee in order to discuss the report;

7.6.3. Provide the incumbent with the opportunity to submit to the committee a written statement which shall become part of the report to the College Dean.

The review committee shall forward its final report to the College Dean no later than the end of the Chair's seventh semester in office. The College Dean will discuss the findings with the Department Chair no later than in the first month of the Chair's final semester and will report in general to the department faculty. On completion, the final report from the review committee, additional evaluation by the College Dean, and any response from the Department Chair will be forwarded to the Provost.

7.7. Confidentiality. The members of 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. The members of the review committee shall sign a confidentiality statement. ⁵See CFA/CSU Agreement Article 15

8. 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.

9. SELECTION OF AN INTERIM CHAIR

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 I (Nominations). The interim Chair serves only as long as required to complete the appointment of a regularly appointed chair.

9.1. Appointment procedure. The President may make interim appointments after consultation with the College Dean and department faculty, normally by soliciting advice from as many faculty as possible at a department meeting called for this purpose.

