

# **SAN JOSE STATE UNIVERSITY**

Workload Impact: No direct impacts, although the clarification of methods for selection and review of department chairs could potentially prevent some time consuming failures of process.



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 principal criteria shall be derived from

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Every four years, the department faculty shall identify one or more nominees for Department Chair by secret ballot vote following the procedures outlined in F02-4. These are also the preferred procedures, when time permits, for departments to recommend candidates for an acting role as Chair (in V below.)

1. Chair nominee requirements: The nominees for chair must be tenured faculty holding positions of Associate or Full Professor or equivalent at the time the appointment to Chair would become effective.
2. Charging the Department: The Dean (or designee) should attend a Department meeting at the beginning of the nomination process to provide this policy, the department voting rights policy, and the Chair's job description, and to explain the process for nominating a Chair.
3. The election for the nomination of the Department Chair: All faculty (tenured, tenure-track, temporary) may suggest names to appear on the ballot for the election of the Department Chair. The votes will be counted by an election committee that will consist of a minimum of one member of the College RTP committee plus one representative from the Dean's office and one representative (other than any nominee) from the Department. To promote transparency, and to the extent possible while preserving the principle of secret ballots, the elections committee will allow the counting of the ballots to be observed by any interested parties.
4. Voting procedures. The department voting rights for the selection and review of Department Chair are included in the Department Voting Rights policy, (F02-4 as of May, 2014, or its successor policy).
5. Chair appointment: Except in rare instances and for compelling reasons, the President shall appoint a person recommended by the department faculty. Technical details concerning the appointment of a Chair (appointment letters, salary adjustments, etc.) will be coordinated by the Office of the Provost.

#### IV. 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 III. The interim Chair serves only as long as required to complete the appointment of a permanent chair.

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.

2. Interim Chair requirements. Interim appointments should be a member of the department in which they will serve and they should be tenured faculty members.
3. Transition to permanent Chair. The department, under the leadership of the interim Chair, should initiate the normal process for the nomination of a department Chair. The interim Chair should serve until a permanent Chair is appointed and able to assume office, normally by the end of the current semester, but not more than six months. If the department cannot transition to a permanent Chair within six months, the situation should be resolved under section VI of this policy.
4. Technical details concerning the appointment of an interim Chair (appointment letter, salary adjustments, etc.) will be coordinated by the Office of the Provost.

#### V. SELECTION OF AN ACTING CHAIR

An acting appointment occurs when a Department Chair is on a temporary absence (illness, vacation, or leave) but is expected to return within a year. If the absence is less than one month, the Dean, in consultation (if possible) with the continuing Chair may determine that there is no need for an acting Chair. Otherwise, an acting Chair is appointed and serves only until the permanent Chair returns.

1. Planned need for acting Chair. When the short-term absence of a Chair can be anticipated, the Department should nominate an Acting Chair using the procedures outlined in III (normal nomination.)
2. Sudden need for acting Chair. When there is insufficient time or it is otherwise impractical to complete the regular nomination process explained in Section III, an Acting Chair should be designated using the procedures outlined in IV (interim.)
3. Limit on length of service. An Acting Chair should not serve more than one year. A Chair who is absent for more than one year should be replaced.
4. Technical details concerning the appointment of an acting Chair (appointment letter, salary adjustments, etc.) will be coordinated by the Office of the Provost.

#### VI. FAILURE TO OBTAIN CHAIR NOMINEES AS DESCRIBED ABOVE

Departments may be unable to successfully conclude a normal nomination for Department Chair. This could be the case in a department with no senior (associate or full professor) 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 III), the Dean shall consult with the faculty at a department meeting to determine the best course of action. This could be either the nomination of an interim or acting Chair, initiation of an external search,

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acceptable, 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. In the event of conflict between the recommendations of the recruitment committee and the department, the department makes the final recommendation as to who to nominate as its Chair, but may only 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 budgeted to allow these procedures to take place at the conclusion of the search.

- iii. Departments may choose to delegate their prerogative to nominate a Chair exclusively to their recruitment committee.
  - c. In conformity with the ARTP (Appointment, Retention, Tenure, and Promotion) 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.
2. Extended interim Chairs. If there has been a failure to reach consensus, and an interim Chair is serving and was not a candidate for Chair, the interim Chair may be extended by six months to allow time for more permanent solutions. Normally, a department should not have to operate under interim leadership for more than one year.
  3. Non departmental interim Chairs. In extreme cases, and only when all of the aforementioned measures fail, the President may appoint a SJSU faculty member from outside the department to serve as interim Chair, after consultation with the College Dean and department faculty. Consultation with the department faculty is normally done by the Provost and Dean soliciting advice at a department meeting. The goal of the appointment of a non departmental interim Chair should be to prepare the department to choose its own Chair at the earliest possible time. If a non departmental interim Chair is in office for longer than one year, the situation should be reviewed by the Organization and Government Committee of the Academic Senate, which will report its findings to the President, the Academic Senate, and the faculty of the department.

## VII. 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.

## VIII. REMOVAL OF DEPARTMENT CHAIR

In rare circumstances it may become necessary to remove a Department Chair prior to the expiration of the four year term. There are two possible situations in which a Chair may be removed.



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