



**ACADEMIC SENATE**

**POLICY NO. 521**

<b>ISSUE DATE: 4-16-02</b> <b>REVISION DATE: 9-04-02</b>	<b>POLICY: SELECTION OF DEPARTMENT CHAIRS</b>
<b>REFERENCE:</b>	
<b>APPROVED:</b>  <hr/> <b>President, California Maritime Academy</b>  <hr/> <b>Chair, Academic Senate</b>  <hr/> <b>Chair, Senate Policy Committee</b>	

Effective leadership within the academic departments of the Academy contributes significantly to ensuring high quality in the academic programs of the Institution. Accordingly, on a triennial basis, the members of each academic department are responsible for nominating one of their departmental colleagues for service as Department Chair.

**POLICY:**

**I. Recommendation and Concurrence:**

As determined through elections supervised by the Executive Committee of the California Maritime Academy Academic Senate, the permanent, full time (tenured or tenure track) members of the faculty of each department will select one of their colleagues to serve as Chair of their department. In consultation with the Academic Dean and the Vice President for Academic Affairs, the nominee of the department shall be forwarded by the Executive Committee to the President of the Academy for his/her concurrence and appointment.

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**II. Length of Term:**

Department Chairs serve for a term of three years, beginning at the start of the spring term, subsequent to their selection and Presidential appointment during the fall term of the prior year.

**III. Procedures:**

- A. All procedures related to the selection, appointment, and tenure of Academic Department Chairs expressed within this policy are subject to any limitations imposed by the current collective bargaining agreement.
- B. Normally, only permanent, full time tenured members of a department are eligible to serve as Department Chair.
- C. Only permanent, full-time, tenured and tenure-track members of a department are eligible to vote in the election of Department Chair.
- D. During November of an incumbent Chair's third year of service, he or she will request the Chair of the Academic Senate to select a tenured member of the Senate to supervise the election of the department's next nominee for Department Chair. The Senate appointed election supervisor must not be a member of the department within which the Department Chair election is occurring.
- E. Elections shall be by secret ballot. The ballot may either list nominated candidates or may list every eligible faculty within the department. Every ballot will have an option of a "write-in" candidate. Successful election requires a majority of all votes properly cast. If no candidate receives a majority of votes cast on an initial ballot, subsequent ballots will be used to determine a departmental choice supported by a majority of those voting. Ballots beyond the initial ballot shall include only the two candidates receiving the largest number of votes (including ties) on the initial ballot.

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- F. Should a vacancy occur prior to the completion of an incumbent Chair's term, without delay, an election following the procedures described in Section III., E. above, will occur to select a Chair for the remainder of the ongoing three-year term.

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- G. It is recommended that all departments evaluate the performance of their Department Chair's on an annual basis, commencing in the fall term of their first year of service. These intra-departmental evaluations should be formative in nature and should be conducted so as to allow for anonymous input from all teaching colleagues within the department.
- H. Any permanent, full time (tenured or tenure track) member of a department may make a written request to the Executive Committee of the Senate to initiate a Vote of No Confidence related to the performance of an incumbent Department Chair. Votes of No Confidence, during which only the permanent, full time (tenured or tenure track) members of a department shall be polled, will be administered by a member of the Senate's Executive Committee who is not a member of the department within which the vote has been requested. Votes of No Confidence shall be by secret ballot. If two-thirds or more of the permanent, full time (tenured or tenure track) members of a department support a Vote of No Confidence, the results of that vote will be forwarded to the Academic Dean, the Vice President for Academic Affairs, and the President of the Academy.
- I. This policy is to be administered in accordance with the CSU Board of Trustees' 1985 Letter on Collegiality and subsequent re-affirmations by the Academic Senate.