



Department Chairs Policy

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Approved:	President Cropper
Approval Signature:	/s/

Policies and Procedures for the Appointment and Review of Department Chairs

(This policy statement supersedes the Cal Maritime's senate policy AS 521)

1. Eligibility

To be eligible to serve as a Department Chair, an individual shall hold a tenured position in the Department at the rank of either Associate Professor, MVI III, Professor, or MVI IV. If a department has no tenured faculty, probationary faculty are eligible to serve as Department Chair. The incumbent Department Chair shall be eligible for reelection for additional terms.

2. Voting Rights

Tenured and probationary faculty, including faculty who are on authorized leave status (example, sabbatical or family medical leave), are eligible to vote for the recommendation of candidates for the Department Chair. Faculty participants in the Faculty Early Retirement Program (FERP) are eligible to vote regardless of the time-base and semester of employment. Lecturers who have taught for the department at least for one semester in the past two semesters and hold either one-year or three-year contracts and/or teaching at least .4 time-base (6 WTUs) in the semester that the nominations and voting occurs are eligible to record their full vote for the purpose of recommending the Department Chair.

3. Term of Office

Department Chairs are appointed for a three-year term beginning at the start of the academic year. Department Chairs may be re-appointed for additional terms subsequent to the nominations and faculty recommendation voting process every three years. The Department Chairs shall serve at the pleasure of the campus President and their position may be terminated by the campus President prior to the conclusion of the term, after consultation with the school Dean and department faculty. In extraordinary circumstances, the campus President may remove a Department Chair without prior consultation but shall thereafter meet with the department faculty to explain the reasons for such action.

4. Nomination and Voting

During the Department Chair's third year term or if there is a vacancy in the position of the Department Chair, abiding by the timeline in section 13, the Faculty Senate Chair or designee shall inform the faculty in the department of the responsibilities of the Department Chair and solicit nominations. Nominations will be open for a period of five working days. Any departmental faculty can self-nominate or nominate one of their colleagues. The Faculty Senate Chair will notify the nominees within three working days after

the closing date of the nomination period. Nominees must officially accept or deny their nomination within five working days after receiving the notification. Upon acceptance, nominees must submit by submitting the following to the Faculty Senate Chair:

- Curriculum Vitae (CV)
- A statement of no more than one page that includes nominee's vision and goals for the department for the next three years as well as their qualifications to meet the responsibilities of the Department Chair.

These documents shall be distributed, at or prior to the distribution of the ballot, to all department faculty members who are eligible to vote.

Following the nominations, the Faculty Senate Chair shall prepare the ballot, distribute the ballot to all the faculty members who are eligible to vote, and collect the recommendation votes electronically or by paper in such a way that maintains the anonymity and confidentiality of the electorate. The ballot shall be open for a period of five working days. If a faculty member is on authorized leave, the Faculty Senate Chair will coordinate with the faculty member to record their vote appropriately. If there is only one nomination, a ballot shall provide department faculty the opportunity to vote "recommend" or "not recommend" or "abstain" for the nominee.

When there are more than two nominees and no one receives a majority of the votes cast, follow-on round(s) of voting will occur, as necessary, until one candidate receives a majority of the votes cast. Those receiving the highest number of votes, and whose votes, when added together, constitute a majority of the votes cast, shall appear on the next ballot. Voting shall continue in this manner until one candidate receives a majority of votes cast. In each subsequent round of voting, the ballot shall be open for three working days.

5. Recommendation

Note: For the scope of this policy the authority will be delegated to the Provost for making the Department Chair recommendation to the campus President for final appointment.

After the collection of the recommendation votes from the departmental faculty the Faculty Senate Chair shall report the results (including the number of "recommend", "not recommend", and "abstain" votes) for the nominees in writing to the department and the school Dean. In addition to the votes tally, all the other materials, including CVs and one-page written statements, will be submitted to the school Dean within five working days after the voting is closed.

If the school Dean supports the department recommendation, he/she shall meet with the Chair elect and subsequently provide a written recommendation that includes the results of the recommendation votes by the department, the CVs, and one-page written statements of all the nominees to the Provost within ten working days from the date of receiving the material from the Faculty Senate Chair. In the case of recommendation of the incumbent Chair, the last performance review will also be included in the materials that are forwarded to the Provost. The Provost will then review all the materials and if he/she supports the recommendation it will be forwarded to the campus President for final appointment.

The vote of the departmental faculty should be heavily considered as it expresses the preference of the department. However, if the school Dean does not support the departmental recommendation, within ten working days, the school Dean shall call for a meeting, either with the faculty member recommended by the department or with all the department faculty, to discuss the recommendation and the school Dean's objection. If the meeting is scheduled with all the departmental faculty there should be at least two thirds (2/3rd) of the department faculty who are eligible to vote in the election, present at the meeting. After this meeting, the department faculty and the school Dean shall reach a mutual agreement either to process the original departmental recommendation or to establish another departmental nomination and ballot process for an alternative recommendation conducted by the Faculty Senate Chair. If a resolution is not reached and disagreement persists for five working days after the meeting, the department faculty will draft a statement of support letter for their recommendation, the school Dean shall then forward the departmental recommendation votes, department faculty support letter, his/her statement of non-support, CVs, and one-page written statements of all the nominees, to the Provost. In the case of the recommendation of the incumbent Chair the last performance review by the department faculty will also be included in the materials forwarded to the Provost. It will be the responsibility of the Provost or the designee to work with the school Dean and the department faculty to obtain a mutually acceptable solution. Upon reaching a mutually acceptable solution, the Provost will send a recommendation to the campus President for the final appointment.

The recommendation vote by the department faculty should be heavily considered as it expresses the preference of the department. However, if the Provost disagrees with the recommendation of the department and/or the school Dean for compelling reasons, he/she shall either meet with the recommended candidate by the department and/or school Dean or with all the department faculty and the school Dean to explain the rationale behind the decision and discuss his/her objection with the department's recommendation. If the meeting is scheduled with all the department faculty there should be at least two thirds (2/3rd) of the department faculty who are eligible to vote, present at the meeting. If the disagreement cannot be resolved, the department shall reinstitute the selection procedure in order to provide an alternative recommendation.

At any stage, if the nominee withdraws from further consideration the process will be reinstated.

6. Appointment

In accordance with the Collective Bargaining Agreement (CBA) article 20.32, the Department Chairs shall be appointed by the campus President and shall serve at the pleasure of the campus President. The appointments shall normally begin on July 1st of the academic year (AY). Normally, the Department Chair will be appointed for a term of three years. After the appointment, the department faculty, school Dean, Faculty Senate Executive Committee, and the Provost shall be notified prior to any public or general announcement.

When a new Department Chair is appointed, the incumbent Chair shall facilitate a smooth transition in departmental management responsibilities to the Chair-Elect.

7. Resignation

The Department Chair may resign at any time with enough time to appoint a new Chair or interim Chair. Two-month notice is highly recommended. The resignation should be directed to the campus President, Provost, School Dean, Faculty Senate Chair, and department faculty.

8. Unexpected Vacancies/Leaves and Impasse Procedures

When a Department Chair position becomes vacant unexpectedly or when an agreement cannot be reached between the Provost and the department faculty, the campus President will declare an impasse and the campus President, after consultation with the Provost and the school Dean, will proceed with an interim appointment for a period not to exceed one academic year, with an extension of one semester if necessary. The expectation is that the Interim Chair will be selected from among the department faculty ranks. Within one semester of the appointment of an Interim Chair, the Faculty Senate Chair will initiate the processes as laid out in sections 4 - 6.

9. Acting Chair

In the event of temporary vacancy (example, sabbatical, leave of absence etc.) of a Department Chair, the Provost may authorize the school Dean to consult with the Faculty Senate Chair to follow the process that is laid out in sections 4 and 5 to recommend an Acting Chair. This recommendation will be made within ten working days. If the Provost has confidence in the recommendation, he/she will send the recommendation to the campus President for the final appointment as an Acting Chair. If the Provost does not agree with the recommendation, he/she will meet with the department faculty and the school Dean to explain the rationale and may ask for an alternate recommendation.

An Acting Chair will be appointed as per the eligibility criteria in section 1, has all the responsibilities of the Department Chair, and shall serve for the length of the temporary vacancy for no longer than 12 months.

10. Recall of a Department Chair

In the case of a loss of confidence in the Department Chair in managing departmental responsibilities, the department faculty may initiate a process to recall the Department Chair with a written request signed by at least one-third (1/3rd) of those eligible to vote (as per section 2). The written request shall be submitted to the school Dean, who will provide a copy of the request to the Department Chair and will meet with the signatories and other faculty to discuss their issues of concern. If an informal resolution of the recall request is not successful, the school Dean will send a memo to the Provost for authorization to conduct a referendum by the Faculty Senate Chair.

After receiving the authorization from the Provost, the Faculty Senate Chair shall prepare a ballot that contains two choices; '*Retain the Department Chair*' and '*Recall the Department Chair*'. The voting will happen within ten working days after receiving the authorization from the Provost. The Faculty Senate Chair will report the results to the department faculty, school Dean, Provost, and campus President in writing. If the results of the voting show that more than 50% of the ballots cast by department faculty members who are eligible to vote are marked as '*Recall the Department Chair*,' and if the Provost agrees then he/she shall initiate an appointment of an interim Chair in consultation with the school Dean, and the department faculty. The expectation is that the Interim Chair will be selected from among the faculty ranks. However, if the Provost disagrees with the department in recalling the Department Chair then he/she shall meet with the department and school Dean to further discuss the concerns. After hearing the concerns, the Provost will consult with the campus President who may move forward with the appointment of an interim Chair or may allow the incumbent Department Chair to finish their term.

11. External Chairs

Under rare circumstances based on the availability of resources, the Provost with the consultation of School Dean and department faculty, can initiate an external search for a tenure-eligible faculty member at the rank of the associate or full professor who will serve as the Department Chair.

A department search committee shall be elected by secret ballot by the members of the department faculty eligible to vote as defined in section 2. The committee shall consist of at least three tenured faculty members. If there are fewer than three tenured faculty members in the department, tenured faculty from other departments of closely related disciplines shall be elected to serve. The Faculty Senate Chair will set up the ballot and conduct voting.

The search committee shall follow university policies and procedures for tenure-track faculty hiring. After the finalists are identified, senate RTP committee shall review the files of the finalists and make a recommendation to the school Dean, Provost and campus President on awarding the tenure. During the Chair's second year, a performance review will be conducted in accordance with the procedures in section 12. During the third year of appointment, the normal Chair selection process, as stipulated by section 4-6, shall be followed.

12. Performance Review

The purpose of the review is to provide department faculty an opportunity to assess the performance of the Department Chair. This review will be conducted in the second year of each three-year term. The periodic reviews of the Department Chairs are designed to evaluate the Chair's performance and accomplishments and provide a constructive feedback for the growth of the Department Chair in managing the administrative responsibilities of the department.

In the second year of the Department Chair's current term, no later than the date as specified in the timeline presented in section 13, the school Dean will notify the Department Chair of the review. Within ten working days, the Chair will submit a self-assessment of no more than three pages reflecting on their prior reviews (if applicable), accomplishments, leadership effectiveness, strengths, weaknesses, and future plans.

After receiving the self-study from the Department Chair, the school Dean will share the self-assessment with the department faculty who are eligible to vote for the Department Chair and initiate an anonymous review (that will be open for ten working days) with the assistance of the Faculty Senate Chair, using a survey that shall include but is not limited to the following areas of evaluation:

- Leadership effectiveness
- Instruction
- Faculty relationships
- Cadet relationships
- Administrative items (department meetings, RTP evaluations, tenure track search committees, personnel responsibilities, scholarly support, etc.)
- Assessment responsibilities for accreditations (if applicable)
- Budget management (if applicable)
- Advisory Board relations
- Collegiality and cooperation (with other Departments on the campus, alumni, administration)

After the completion of the review the school Dean shall collate the received feedback. This shall include statistical values for numerical questions (if applicable) and a list of all written responses. The qualitative

comments that are received may be edited, if necessary, to ensure anonymity; however, no comments shall be omitted.

The school Dean shall draft a report within ten working days from the end of review, that objectively summarizes the results/comments (as appropriate) and makes recommendations to the Department Chair for improvement in performance.

The school Dean shall meet with the Department Chair to share the collated data and draft report. The Department Chair shall be given an opportunity to provide input and/or correct errors of fact in the draft report. This meeting shall happen within five working days after the completion of the draft.

Within ten working days after the first meeting with the school Dean, the Department Chair shall work with the school Dean to finalize the report and discuss a plan to address all the valid concerns (if any) provided by the department faculty.

The school Dean’s finalized report will be made available for review by the department faculty. The collated data, the self-assessment, school Dean’s final report is provided to the Provost and Associate Provost.

The department faculty may initiate a formal special request in writing to the school Dean for an interim review. Such a request must be made by one-third (1/3) of the department faculty who are eligible to vote for the Department Chair, but never by fewer than two persons. Upon receiving the formal request, if deemed appropriate, the school Dean can seek approval from the campus President via the Provost to initiate additional, interim review of the Department Chair as covered by this policy. Such a special review shall not substitute for the regular review in the second year of the Department Chair’s term as discussed in section 12.

13. Timeline

The normal process for the nomination, recommendation, and the appointment of the Department Chair and the performance review shall be abided by the following timeline:

Nomination and Appointment

Closing Date	Process
February 1	The Faculty Senate Chair will reach out to the department faculty for Department Chair nominations.
February 8	Receiving nominations for the Department Chair.

February 20	Official acceptance of nominations by submission of CV and one-page statement.
February 28	Recommendation votes are received from the department faculty.
March 5	Vote tally, CV and one-page statement of all the nominees shared with the School Dean by the Faculty Senate Chair. Vote tally will also be shared with department faculty by the Faculty Senate Chair.
March 18	Resolution of disagreement with the department faculty if the School Dean does not agree with the recommendation of the Department faculty.
March 25	School Dean's letter of recommendation, department faculty recommendation, vote tally, CV and one-page statement of all nominees submitted to the campus President via the Provost.
April 15	Resolution of disagreement by meeting with department faculty and School Dean if the campus President does not agree with the recommendation of the department faculty and/or School Dean.
April 25	Official appointment of the Department Chair by the campus President with the start date of the upcoming new academic year.

Performance Review

Closing Date	Process
February 1	The school Dean will contact the Department Chair to initiate the review and request for the submission of the self-study (not more than 3 pages).
In 10 working days after Feb 1	Department Chair submits the self-study to the Department Chair.
In 5 working days after the submission of the self-study	Self-study will be shared with all the department faculty and the review starts with the assistance from the Faculty Senate Chair using an instrument decided by the department faculty, Department Chair, and school Dean.
In two (2) weeks after the review begins	Receiving feedback from the department faculty.
In two (2) weeks after closing the feedback date	School Dean will collate the feedback and written comments without any omissions and prepare a summary report.
In one (1) week after the closing date for the School Dean's summary report	The collated data and summary report is shared with the department Chair by the school Dean.

<p>In 10 working days after the summary report is submitted to the Department Chair by the School Dean</p>	<p>The Department Chair shall work with the school Dean to finalize the summary report.</p>
<p>In a week after the report is finalized</p>	<p>The self-study, collated data, finalized summary report is submitted to the Provost and Associate Provost. The finalized report is also shared with the department faculty.</p>

14. Non-Compliance

Failure to comply with the processes specified in the policy may be considered grounds for recall or removal of the chair.

In case of conflicts about the lack of clarity in the processes, the department faculty, Department Chair, and/or school Dean shall reach out to the Faculty Senate Chair who will work with the Faculty Senate Executive Committee and the Provost to resolve them.

15. Supplementary Requirements

As long as the above procedures as laid out are followed, a department's regular faculty may propose and adopt supplementary requirements and procedures, subject to the approval of the Faculty Senate Executive Committee, Provost, and the campus President.