TO: The Academic Senate

FROM: Faculty Affairs Committee (FAC)

SUBJECT: Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrative Officers and Department Chairs

PURPOSE: For Action by the Academic Senate

ACTION REQUESTED: That the Academic Senate approve changes to the section of the Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrative Officers and Department Chairs that governs Appointment and Review of Department Chairs, effective upon the signature of the President

BACKGROUND INFORMATION: This year FAC was charged with reviewing the portion of the administrative review policy document that determines the selection process for department chairs. In particular, we were asked to review the role of the Department Advisory Committee. At our meetings on February 16, March 2, and March 16, we discussed how to balance the transparency of the selection process with the desire for confidentiality at certain stages in the process. We believe that the addition of a second vote among the regular department faculty provides that balance. The changes we recommend are to the appointment section in the part of the document that addresses Appointment and Review of Department Chairs. This revised version of the document was approved at the FAC meeting on May 4, 2011.
V. APPOINTMENT AND REVIEW OF DEPARTMENT CHAIRS, Section A. Appointment

3. The Department Chair and each regular faculty member of the department shall rank candidates, usually tenured faculty, for the Department Chair by confidential preferential ballot. This shall not exclude faculty members on leave with or without pay who would otherwise be eligible to rank candidates. The ranking ballot shall list all eligible members of the department, including members on leave with or without pay, and also provide an opportunity for the faculty to express a preference for a named or yet-to-be-sought person outside the University. Each faculty member shall be encouraged to rank no fewer than three and no more than five of the names on the ballot. The ballots shall be returned to the Advisory Committee for use as an important source of information in reaching its recommendation, which may include one or more names in identifying viable candidates for the Department Chair position.

4. The Advisory Committee shall carefully but expeditiously study the relevant records of individuals both inside and outside the University, and shall consult both tenured and untenured faculty in the department. Consult with the candidates who received preferential ranking on the ranking ballot to determine each candidate's willingness to serve as Department Chair. The Advisory Committee shall solicit the view of lecturers, staff, and students. The deliberations and recommendations of the committee, including any rankings, shall be treated in the strictest confidence.

5. The Advisory Committee shall create a ballot containing the names of the candidates who indicated their willingness to serve as Department Chair. The Department Chair and each regular faculty member of the department shall rank candidates on a confidential preferential ballot. This shall not exclude faculty members on leave with or without pay who would otherwise be eligible to rank candidates. The Advisory Committee shall use the results of the preferential ballot to make its recommendation. The rankings shall be treated in the strictest confidence.

6. The Advisory Committee shall render its written recommendation of one or more potential Department Chairs to the College Dean by the end of the Winter Quarter.

7. If the Dean does not accept the Advisory Committee’s recommendations, the Advisory Committee shall be so informed in writing, along with the reason for such action. The Advisory Committee may request a meeting with the Dean, and may meet again to make a further recommendation.

8. The Dean shall submit his or her recommendation, along with that of the Advisory Committee, to the Provost and Vice President of Academic Affairs. The Dean’s Office shall also send a copy of the Dean’s recommendation to the Advisory Committee.

9. The Provost shall approve the recommendation(s) from the Dean and the Advisory Committee and forward to the President, or return the recommendation(s) to the Dean’s Office for reconsideration by the Dean and the Advisory Committee.

10. The President shall appoint a Chair from the name or names submitted by the Provost or return the recommendation to the Dean’s Provost’s Office for reconsideration.

11. After the appointment of a Chair, the department faculty and any other candidates shall be notified prior to any public or general announcement.

12. So long as the above general procedures are followed, a department's regular faculty may propose and adopt supplementary requirements and procedures, subject to the approval of the Faculty Affairs Committee and the President or President's designee.