

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
POLICY NO: 1306**

**ACADEMIC DEPARTMENT CHAIR APPOINTMENT**

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Academic Department Chairs are appointed by the President upon the recommendation of the Dean of the college and the Provost after consultation with the faculty. The Department Chair should be a tenured professor. The selection of the Department Chair will take place according to the following procedures.

For the purposes of this policy the term “faculty” will refer to the tenured faculty\*, probationary faculty, and full-time lecturers with at least one year of full-time service in the department. These are the faculty members eligible to participate in the selection of the Department Chair.

Department Chairs shall be appointed by the President to a term of four years. There shall be no limit on the number of terms that any faculty member may serve as the Department Chair.

**I. DETERMINATION OF THE SELECTION PROCESS**

A. For existing departments – No later than 11 months to the completion of the term of service as the Department Chair or as soon as it is clear that the position will become vacant due to any other reason, the Dean shall convene a department meeting to announce the vacancy of the Department Chair position and to discuss the process and criteria for Department Chair selection, including the question of whether an outside search is possible. At this meeting, the Dean will articulate the Department Chair’s responsibilities, expectations, benefits, delegation, resources such as administrative fraction and potential for Associate Chair(s), etc., and discuss these with the faculty. If an outside search is possible, the faculty will consider the options and inform the Dean of its choice.

If the decision is to search outside, the procedures outlined in Policy 1311 must be followed. Current members of the department may be candidates for Chair, and must be treated as all other candidates.

B. For new departments – A screening committee will be established by the Dean in consultation with the Department Chairs of the college. The committee will consist of two Department Chairs and three tenured faculty members, with departmental representation spread as broadly as possible. The Dean of the college will be an ex-officio, non-voting member of this committee and will meet with the two Chairs and three tenured faculty members in the screening process. The screening committee members will select their own committee chair.

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\* A participant in the Faculty Early Retirement Program is deemed a tenured faculty employee only during the period of active employment.

## **II. PROCESS FOR AN INTERNAL SEARCH**

- A. The faculty will determine the criteria and procedures, such as written statements or oral presentations to the department faculty by the candidates, for the selection of Department Chair and will then elect a nomination committee whose task shall be to identify candidates for the Chair position and to implement the procedures for the selection of the Department Chair. The selection criteria and procedures shall be approved by the majority of the faculty through confidential balloting. The nomination committee shall consist of at least three members (and preferably an odd number) representative of the department, and elected by the majority vote of the department faculty. The faculty may choose to operate as a committee of the whole. If the faculty operates as a committee of the whole, candidates may participate in the work of the nomination committee. If a nomination committee is elected, then the elected members should not seek nomination as the Department Chair. Determination of the selection criteria and procedures and the selection of the nomination committee shall be completed within one calendar month following the notification of the vacancy. The nomination committee members will select their own committee chair.

The committee will report at least once to the department and once to the Dean on its progress before submitting its list of nominee(s).

- B. The candidate(s) will be interviewed by the Dean as part of the selection process.
- C. After the candidate(s) have been interviewed and before the department makes its recommendation, the department faculty will meet with the Dean to discuss the candidate(s). Candidate(s) should not be present at this meeting. Following the meeting with the Dean, the department faculty will meet to decide on its recommendation. The recommendation will indicate the candidates (one or more) supported by the faculty for the position of Chair. The Dean will meet with the faculty to discuss the department recommendation. If the faculty and Dean agree on a Chair candidate, the faculty will submit its recommendation to the Dean who will forward it to the President via the Provost. Ordinarily, the Dean and the faculty should find it possible to reach agreement. If consensus is not achieved, the faculty and Dean will meet with the Provost to present their individual recommendations. The Provost will determine how to proceed.

If the selection process fails to result in the selection of a Chair, the Dean and Provost will recommend to the President the name of an Interim Department Chair, per provisions of section III below.

## **III. Interim Department Chair Appointment**

The Dean and Provost shall, in consultation with the department faculty recommend to the President the name of an interim Department Chair only if:

1. The Department Chair position is vacated unexpectedly.

2. The search process fails to result in the appointment of a Department Chair.
3. The nomination/department committee informs the Dean that the search process cannot be completed prior to the departure date of the current Department Chair.

The recommended Interim Department Chair shall be a tenured faculty member of the same department; but, the Dean and Provost, in consultation with the department faculty, may recommend a tenured faculty member from outside the department to serve as the Interim Department Chair.

During a regular academic term, the search process for the Department Chair shall be initiated simultaneously with the announcement of the appointment of the Interim Department Chair. If the Interim Department Chair appointment is made during the summer term or in a recess period, the search process for the Department Chair shall be initiated no later than the second week of the immediately following regular academic term.

The term of service for an Interim Department Chair shall be one year or until the new Department Chair is appointed. Only in exceptional cases may the Dean and the Provost, after consultation with the department faculty, recommend to the President that an Interim Department Chair continue to serve beyond one academic year.

#### **IV. SERVICE**

The Collective Bargaining Agreement (CBA article 20) provides that the appointment of a Department Chair is made by the President and the appointment may be terminated at any time.

#### **V. RESIGNATION PROCEDURE**

The Department Chair may resign at any time. The resignation should be directed to the President with copies to the Provost, Dean, and department faculty.

#### **VI. REVIEW PROCEDURE**

- A. By means of the procedure specified in Policy 1326, the Dean of the college and the faculty of the department will appraise the Department Chair's effectiveness.
- B. At any time during the term of the Department Chair, thirty percent or a minimum of three, whichever is greater, of the faculty of a department may petition the Academic Senate Executive Committee to conduct a vote of confidence in the department chair. Each department may only petition the Executive Committee of the Academic Senate for a vote of confidence in the department chair once in each academic year.

## **VII. TENURE AND PROMOTION**

Tenure and promotion considerations shall adhere to the RTP principles and procedures of Policy 1328.

## **VIII. INTERPRETATION**

In case of differences of opinion concerning the interpretation of this document, the Executive Committee of the Academic Senate shall recommend an interpretation to the Provost. Such recommendations shall relate to policy of a general nature and not to individual cases.