

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1316**

**APPOINTMENT OF ACTING DEPARTMENT CHAIR FOR SUMMER
TERM**

When it is necessary to appoint an acting department chair for the summer term, all full-time faculty (including full time lecturers) present at the time recommendations are to be made shall meet and recommend one person to the college dean through the chair, if available, to serve as acting chair for the summer term. These faculty should be provided with full knowledge of those department colleagues eligible, planning to teach and willing to serve in this capacity.

Acting department chairs for the summer term shall normally be chosen in accordance with the following order of preference:

- A. Tenure-track faculty of that department who will be teaching the forthcoming summer term, who are willing to serve, and whom the faculty believe are qualified to serve in this capacity.
- B. Chairs or acting chairs of closely related departments in the same college who meet the same standards as in the above. This must be done after consultation with the individual(s) involved.
- C. The dean, or an associate or assistant dean, of the college in which the department is located. All individuals involved must be consulted prior to any recommendation being made.

If the department faculty fail to reach agreement on recommending an individual, they will transmit this information to both the department chair and the college dean. The dean will then recommend a person to serve through normal channels to the president.

No department policy, other than that which is applicable only to the particular summer term in question, may be formulated, initiated and/or modified by a summer term acting department chair without written consultation and approval of a majority of all the tenure-track full-time faculty of that department.