



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1355**

VOTE OF CONFIDENCE IN THE DEPARTMENT CHAIR

1. PURPOSE

The purpose of this policy is to establish the Academic Senate Executive Committee's authority to request a vote of confidence in the leadership and performance of the Department Chair.

For the purpose of this policy the term "Faculty Members" refer to tenured and probationary faculty, faculty participating in the Faculty Early Retirement Program who are teaching in the term that a senate action is taken, and full-time lecturers (1.0 appointment).

2. PROCEDURE

- a. The faculty members of a department may petition the academic senate to conduct a vote of confidence in the leadership and performance of the Department Chair.
- b. The petition shall be signed by a minimum of 30% or three, whichever is greater, of the faculty members of the department and shall state specific reasons for requesting the vote of confidence.
- c. Upon receipt of the petition, the Executive Committee of the Academic Senate shall verify that the petition signatories are faculty members in the department for which the vote of confidence in the Department Chair is requested. The Executive Committee of the Senate shall take every step to ensure confidentiality of the process and that the identity of faculty members that have signed the petition is not disclosed to any other member of the campus community.
- d. If it is determined that the 30% or three (whichever is greater) threshold of faculty of the department is not met, the Executive Committee shall inform the petitioners that it will decline further action on this petition. No further action shall be taken by the Executive Committee.
- e. If it is determined that the petition signatories are bona-fide faculty members in the department and that they represent a minimum of 30% or three (whichever is greater) of that constituency, the Executive Committee of the Academic Senate shall notify the Provost, the College Dean, and the Department Chair that a vote of confidence is forthcoming. The notification statement shall convey the specific reasons submitted in the faculty petition for the vote of confidence.
- f. The Department Chair shall be given the option to respond to the reasons stated in the petition and shall be allowed 14 calendar days to submit a written response to the Executive Committee of the Academic Senate. The Department Chair shall be

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Approved by President Soraya M. Coley: 2023-07-07

advised to limit her/his responses to address only the specific reasons stated in the petition for the vote of confidence.

- g. After receiving a response from the Department Chair, or after 14 calendar days since notifying the Department Chair (whichever comes first), the Executive Committee of the Academic Senate shall ask the Elections and Procedures Committee to establish a timeline for conducting the vote of confidence in the Department Chair. The Executive Committee Chair shall inform the department's faculty members that a vote of confidence in the Department Chair's leadership and performance is forthcoming and shall forward the reason statement, the Department Chair's response (if provided), and the timeline for conducting the vote to the faculty members. The process runs only during the academic terms (Fall, Spring) and stops during semester breaks and the summer.
- h. If during any stage of this process the Department Chair resigns, the Academic Senate Executive Committee's responsibility ceases and the process for the vote of confidence shall conclude.
- i. The Elections and Procedures Committee shall conduct the vote as planned. The voting ballot presented to the Department's Senate constituency shall contain the following statement only:

I have confidence in the leadership and performance of as the Chair of Department	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- j. Upon completion of the voting process, the Elections and Procedures Committee of the Academic Senate shall inform the Executive Committee of the result of the vote. The Chair of the Academic Senate shall immediately inform the Provost, the college Dean, the Department Chair, and the department faculty of the voting results.
- k. If a simple majority of the department faculty members indicate a lack of confidence in the leadership of the Department Chair, the Executive Committee shall prepare a letter addressed to the University President requesting the immediate removal of the Department Chair. Abstentions will be counted the same as a Vote of Confidence. Copies of the letter shall be forwarded to the Provost and the College Dean.