

AR 3211.3 Department Chairperson– Tenure and Selection.

1. The Superintendent/President appoints department chair*persons*. A chairperson serves a four-year term and may be reelected. *In AR 3211.3, the term chairperson shall be used to include elected department faculty leaders who are subject to departmental elections.*
2. All full-time tenured and full-time probationary faculty who are members of a department and are in paid status are eligible to vote for department chairperson (see AR 3210).
3. A term of office begins at the start of a summer session, except in circumstances described in paragraphs 8 and 9 below. During the preceding fall semester, or when a chairperson is unable to fulfill his or her term of office, the Vice-President of Academic Affairs or Student Affairs, as appropriate, in conjunction with the Academic Senate, will conduct an election for a chairperson.
4. No later than the fifth week of the fall semester, the appropriate Vice-President will notify the department's eligible voters of the upcoming chairperson election, *of the deadline for submitting names for the ballot*, and of the date of the election. A tenured faculty member of the department who wishes to run for the office of chairperson must submit his or her name to the appropriate Vice-President, *and shall have at least three weeks to do so. The election shall be held at least three weeks prior to the election for inclusion on the ballot after the deadline for submitting names for the ballot.*
5. Ballots ~~will~~ *shall* be distributed electronically, *unless a voting faculty member requests in advance that only paper ballots be used.* ~~At an individual faculty member's request, a paper ballot may be used. A web-based voting system may be used.~~ If a web-based system is used, no ballot validation rules shall be established. At least one week or five business days will be allocated for the collection of marked ballots. A cutoff time will be set and stated clearly by the *Academic Senate* Elections and Rules Committee. Any votes received after the posted cutoff time will not be counted. Ballots shall be designed so that voters can choose to abstain. Ballots shall be designed so that once cast, ballots cannot be changed. Naming or identifying voters ~~and/or~~ non-voters is prohibited.
6. If no department member receives a majority of votes cast, the appropriate Vice-President will select the two names receiving the greatest number of votes and a runoff election will be held.
7. Guided by the results of the election, or in the case in which no faculty member submits his or her name for the office of chairperson, the appropriate Vice-President will forward a name to the Superintendent/President. If a person other than the one chosen by departmental vote is recommended, it should be done only after discussion and consultation with department members and the Academic Senate President. The Superintendent/President or designee will notify the department of the appointment.
8. Upon petition of fifty-percent or more of the department members who are full-time tenured or full-time probationary faculty or upon request of the appropriate Vice-

President, a special election ~~may be called~~ *shall be held*.

A special election shall be held within the same fall or spring semester in which the petition is delivered or the request is made, and within four weeks of receipt of the petition or the request, provided that the petition is delivered or the request is made no later than week 12 of a fall or spring semester. A petition delivered at another time will be formally accepted on the first day of the following spring or fall semester. A tenured faculty member of the department who wishes to run for the office of chairperson must submit his or her name to the appropriate Vice-President, and shall have at least two weeks to do so.

Special elections otherwise shall follow all procedures outlined for the selection of a new chairperson. A newly appointed chairperson shall serve out the remainder of the previous chairperson's term.

9. If a chairperson becomes temporarily unable to serve, he or she will consult with the appropriate Vice-President, who will recommend *an assignment for acting chairperson* ~~replacement~~ to the Superintendent/President.

If a chairperson becomes unable to serve the remainder of his or her term, a special election shall be held. If necessary, the appropriate Vice-President will recommend an assignment for acting chairperson to the Superintendent/President until the special election can be held.

~~If a chairperson is not able to serve for a full term, the appropriate Vice-President may conduct an election for the acting chairperson. Such elections will follow procedures outlined for the selection of a new chairperson.~~

Reviewed and/or Updated 5/2013

Reference: AR 3210

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Reviewed and/or Updated 5/2013

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