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**Administrative Regulation**  
Chapter 7 – Human Resources

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**AR 7210 ACADEMIC EMPLOYEES**

**AR 7210.4 Department Chairs and Faculty Chairs - Tenure and Selection**

1. The Superintendent/President appoints department and faculty chairs. Faculty chairs, as identified in the faculty collective bargaining agreement, are subject to the same selection process as department chairs. Department and faculty chairs serve four-year terms and may be reappointed following a subsequent election.
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 chair.
3. Department chair elections are conducted by the Vice-President of Academic Affairs or Student Affairs, as appropriate, or designee, in conjunction with the Academic Senate. A term of office begins at the start of a summer session, except in circumstances described in sections 8, 9 and 10 below.
4. No later than the fourth week of the preceding fall semester, the appropriate Vice-President, or designee, and the Chair of the Academic Senate Elections and Rules Committee will notify the department's eligible voters of the upcoming department chair election, of the deadline for submitting names for the ballot, and of the date of the election. Tenured and fourth-year probationary faculty members of the department who wish to run for the office of department chair must submit their names to the appropriate Vice-President, or designee, and the Chair of the Elections and Rules Committee, and shall have at least two weeks to do so. Following this self-nomination period, there shall be: a ballot notification period, lasting no more than one week, in which the voting members are notified of the names that will be appearing on the ballot; a campaign period, lasting at least two weeks, in which candidates can campaign and voting members can decide their votes; and finally an election lasting one week. The following table lists the phases of an election together with their deadlines for completion.

<u>Phase of department chair election</u>	<u>Deadline for completion</u>
Election notification period	End of week 4
Self-nomination period	End of week 6
Ballot notification period	End of week 7
Campaign period	End of week 10
Election	End of week 11

5. Ballots shall be distributed electronically, unless a voting faculty member requests in advance that only paper ballots be used by all faculty members voting in that election. If a web-based system is used, no additional ballot validation rules shall be established. A cutoff time for casting ballots will be set and stated clearly by the Elections and Rules Committee. Any votes received after the posted cutoff time will not be counted. Ballots shall be designed with no provisions for write-in candidates, and so that voters can choose to abstain; moreover, once cast, ballots cannot be changed. Naming or identifying voters or non-voters is prohibited. The appropriate Vice-President or designee and the Chair of the Elections and Rules Committee shall receive the results of the vote count and forward the results to the Academic Senate President and the Superintendent/President. The vote count of a department's election shall be released to the faculty members of that department.

6. In the case of a tie among the top vote-getters (e.g. vote totals are 4, 4 and 2, or 4, 4 and 4), exactly one runoff election shall be held among the tied top vote-getters.

Guided by the results of the election(s), or in the case in which no faculty members submit their names for the ballot, the appropriate Vice-President or designee, in conjunction with the Academic Senate President, shall forward one or more names to the Superintendent/President.

If the appropriate Vice-President or designee, in conjunction with the Academic Senate President, recommends a person other than the one chosen by the departmental vote, the appropriate Vice-President or designee shall explain the decision to the department's voting members.

7. The Superintendent/President or designee will notify the department of the appointment.
8. If a department chair becomes temporarily unable to serve, they must consult with the appropriate Vice-President or designee, who may recommend an assignment for acting department chair or other appropriate actions to the Superintendent/President.

If a department chair becomes unable to serve the remainder of their term, a special election shall be held, with the exception that a special election shall not be required in the event that a regularly scheduled election is to be held in the same semester or was held in the previous semester. If necessary, the appropriate Vice-President or designee will recommend an assignment for acting department chair or other appropriate actions to the Superintendent/President until the special or regularly scheduled election can be held.

9. 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 or designee, a special election shall be called and the Chair of the Elections and Rules Committee shall be notified.

10. When the action or event precipitating a special election, as described in sections 8 and 9 above, occurs before the end of week 12 of a fall or spring semester, the special election shall be held within 4 weeks of the same semester. For a precipitating action or event occurring after week 12, or during a summer or winter session, the special election shall be held at the beginning of the following semester. The appropriate Vice-President or designee will notify the department's eligible voters of the upcoming special election, of the deadline for submitting names for the ballot, and of the date of the election. Tenured and fourth-year probationary faculty members of the department who wish to run for the office of department chair must submit their names to the appropriate Vice-President or designee and the Chair of the Elections and Rules Committee, and shall have at least two weeks to do so from the day notice is given to department members. The election shall be held the week after the deadline for submitting names for the ballot.

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

*Revised 5/2013, 7/2014, 2/2018*

### **Duties and Responsibilities of Department Chairs**

See Article 22 of the faculty collective bargaining agreement.