PROCEDURE FOR APPOINTING DEPARTMENT CHAIRS

This documents the procedures that are current practice for selecting and appointing department Chairs. Department Chairs are normally appointed by the President for three-year terms. The appointment is renewable.

1. Consistent with the CSU-CFA Collective Bargaining Agreement (CBA), the process of appointing or reappointing a department Chair begins at the department level. In the last semester of a Chair’s three-year term, the department recommends one or more candidates for the position by a vote of the department tenured and probationary faculty, unless the latter have voted in the current year to include temporary faculty in department votes, consistent with University Policy titled “Role of Lecturers in Departmental Governance.”

2. The department recommendation is communicated in email or hard-copy memorandum from the current department Chair to the School Dean no later than April 15*, with copies to all department members.

3. The Dean is responsible for completing the “Department Chair Appointment Form” and sends it to Faculty Affairs no later than May 1*.

4. In the rare case where the Dean cannot support the department’s recommendation, the Dean will confer with the department to attempt a mutually acceptable resolution before communicating the Dean’s recommendation to Faculty Affairs.

5. The AVP for Faculty Affairs signs the appointment form. Faculty Affairs prepares the letter of appointment for the President to sign and copies the Provost and the Dean. The original form is placed in the faculty member’s PAF.

*If date falls on a weekend or holiday, the deadline shall be moved to the following Monday.
Department Chair Appointment Form  
To Be Completed By The Office Of The Dean

INSTRUCTIONS: This form is to be used for the initial and the renewal appointment of a Department Chair.

NAME of Appointee: ________________________________________________________________

Department: ____________________________________ School:______________________________

☐ New Appointment  or  ☐ Renewal of Current Appointment

TERM for this Appointment: The standard Department Chair Appointment is a three-year term

☐ Academic Year Appointment (Job Code 2482)  * 12 month appointments are made by special request from the Dean to the Provost

First Semester in Appointment: _____________ Final Semester in Appointment: _____________

If this appointment is less than three years please attach an explanation of the extenuating circumstances for this request:

__________________________________________________________________________________________

ASSIGNMENT for this Appointment:

Chair Assignment: ___________%  Note: Standard Chair Assignments: 25%, 33%, 50%, 67%, 75%

+  

Faculty Assignment: ___________%

=  100%

TO BE COMPLETED BY DEAN

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Have you Received The Departmental Recommendation?  ☐ Yes  ☐ No

Do You Approve Their Recommendation?  ☐ Yes  ☐ No

If No Please Explain ________________________________________________________________________________________________

Signature: ___________________________ Date: ______________

➤ Forward to Associate Vice President for Faculty Affairs

TO BE COMPLETED BY AVP FACULTY AFFAIRS

Signature: ___________________________ Date: ______________

FACULTY AFFAIRS USE ONLY:

☐ Appointment Letter Completed Date:_________  ☐ Entered into COS

Faculty Affairs 6/2014