

A&H Department Chair Nomination Guidelines

The process for nominating Department Chairs on our campus is spelled out AA2022-01. This PM provides a great deal of flexibility for soliciting nominations and conducting elections to nominate a faculty member for the role of Department Chair. In accordance with this university policy, "Department chairs shall normally be selected from the list of tenured or probationary faculty employees recommended by the department for the assignment." Furthermore, departments will allow all faculty, including lecturer faculty, to vote on an equal basis.

To promote full inclusion in this process for all faculty members in a given department, the College of Arts and Humanities has adopted the following guidelines that will be followed by departments in the College who are seeking to recommend a faculty member for Department Chair.

1. All faculty members, regardless of rank or time base, who are teaching in the semester in which the balloting takes place are to be included in the nomination process. All faculty members in the department who are eligible to vote are also eligible to make a nomination for the Chair's position.
2. Either an election committee will be constituted to solicit nominations, or the department will function as a committee of the whole to solicit nominations.
3. Faculty should consult with the colleagues whom they are nominating in order to ensure that they are willing to stand for election.
4. All eligible faculty members who are willing to stand for election will be placed on the ballot.
5. After all nominations have been received, the ballot will be created and distributed to all members of the department. The balloting will be conducted anonymously. All balloting will be conducted anonymously through the Dean's Office.
6. In the cases where only one member of the faculty is willing to stand for election in the chair nomination process, a ballot will still be distributed to all voting faculty in the department. When only one name is on a ballot, the ballot will contain a yes/no option to vote for or against the single candidate. This will allow members of the voting faculty to cast a dissenting vote even if there is only one name on the ballot.
7. The results of all balloting will be shared with the Dean, and the Dean, in accordance with Presidential Memo 2017-02, will then make a recommendation to the Provost as to the next department chair.
8. In cases where the department or the dean does not affirm the nomination for chair from the faculty, the College will follow the University Policy on Department Chairs to work with the department to find a new chair.