

Superseded by AA 2022-01 (effective 8/30/2022)
PM 2017-02 Supersedes PM 78-15 and PM 89-17
President Willie J. Hagan
August 25, 2017

**SELECTION AND REVIEW OF CHAIRPERSON/COORDINATORS FOR
DEPARTMENTS AND PROGRAMS WHICH CONSTITUTE PRIMARY TEACHING
SERVICE AREAS**

A chairperson/coordinator should serve as a leader who will encourage and promote high standards of scholarship and teaching, set a tone for the department, promote the harmonious operation of the unit, work in close collaboration with faculty and students, and help generate policies which reflect consensus. The chairperson/coordinator is responsible for administrative functions such as scheduling, recruiting, budgeting, and planning facilities.

The chairperson/coordinator of a department which constitutes a teaching service area must be a full-time member of the unit in question during his/her service in office. No one at the rank of Instructor, Lecturer, or Graduate Assistant is eligible to serve.

Each department shall establish a timetable for the process of recommending candidates for department chair/coordinator. Recommendations may be made at any time during the academic year, providing that the departmental nomination process concludes by the eleventh (11th) week of the spring semester of the academic year preceding the year in which the chair is to assume office. The person selected shall assume office on the first (1st) day of the academic year, other than for chairs partially or wholly funded on a 12-month basis, as these change on September 1. Each department will stipulate a time for review of the chairperson/coordinator within the framework of a two-year minimum and a four-year maximum. Subsequent service may be for a shorter period.

The department faculty will determine the method of nomination for the selection of a chairperson/coordinator. The approval of nomination procedures will be delegated to the pertinent school, college, or program Dean to determine that they conform to University policy. In the department chairperson/coordinator nomination process, departments/programs will allow **ALL** full-time and part-time faculty to vote on an equal basis.

The department will forward the name of the nominees to the applicable school, college, or program Dean for approval. If a department and its Dean cannot reach agreement on a mutually acceptable candidate, each may transmit a recommendation to the Vice President for Academic Affairs. Through consultation with the department and Dean; all three may forward their recommendations regarding that candidate separately to the President or his/ her designee. If the nomination of the department is not acceptable to the President or his/her designee, he/she will refer it back to that unit and ask the group to select another nominee.

In cases where a chairperson/coordinator resigns, takes an unexpected leave or sabbatical, or removed from office, the usual nomination process is to be used to elect a replacement (see “Leaves of Absence for Department and Program chairperson/coordinators” policy).

If there is dissatisfaction with a chairperson/coordinator, and informal attempts involving faculty and the Dean to resolve the differences have failed, then a petition stating this fact signed by a majority of the department members will be forwarded to the Dean. The Dean will then call a meeting within two weeks to make their recommendation based on the information the department has submitted to the Dean. If two-thirds of the department members wish to have the chairperson/coordinator removed from office, the recommendation for recall should follow the same consultative process as used for nominating a chairperson/coordinator with the removal action itself the responsibility of the President or his/her designee. If the President or his/her designee concurs with the recall recommendation, the department will institute procedures for the selection of a new chairperson/coordinator. The President or his/her designee will send a memorandum to both the Dean and the Vice President for Academic Affairs advising them of the action to take.

If the Dean of a college determines that a department chairperson/coordinator should be removed from their position, then a meeting will be held between the Dean; the department chairperson/coordinator; the affected department; and the Vice President for Academic Affairs to review the matter. Once all parties have come to a decision, the Vice President for Academic Affairs will indicate whether or not the department chairperson/coordinator will remain in office. If the decision stands to eliminate the department chairperson/coordinator, then the protocols above will take place to elect a new chairperson/coordinator