

PROCEDURES FOR APPOINTING DEPARTMENT CHAIRS

This documents the procedures that are current practice for selecting and appointing department Chairs.

Department Chairs are appointed by the President for three-year terms. The appointment is renewable.

- 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, departments recommend to the School Dean a candidate for the position. All department faculty (tenured, tenure track, FERP and lecturers) are eligible to vote on the recommendation per CBA 20.10.
- The department recommendation is communicated via a hard-copy memorandum from the current department Chair to the School Dean, with copies to all department members.
- The Dean forwards the recommendation to the Provost as an attachment to a hard-copy cover memorandum with the Dean's recommendation and copies the current department Chair. The Dean's recommendation will include a short rationale for the recommended action.
- 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 the Provost.
- The Provost forwards the Dean's and department's recommendation to the President with the Provost's endorsement in a hard-copy cover memorandum and copies the Dean.
- Upon acceptance of the recommendations, the President signs the letter of appointment to the new department Chair that is prepared by Faculty Affairs and copies the Provost and the Dean.