

PROCEDURES 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.

- 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 departmental votes, consistent with University Policy titled "Role of Lecturers in Departmental Governance."
- 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.