

Section II: OTHER FACULTY APPOINTMENTS

The specific rights and responsibilities of faculty working in special roles shall be delineated in the agreement and/or contract with the appointing authority, subject to the terms of the Collective Bargaining Agreement, e.g., interdisciplinary program director, academic program director within a department or graduate program director.

Section II

A. Election and Removal of Department Chairs

1. Election of Chairs

- A. For internal searches, each department holds an election to select its Chair at a meeting presided over by the appropriate Dean. The election of a Chair is subject to the approval of the Dean, the Provost/Senior Vice President for Academic Affairs, the President, and the Board of Trustees.
- B. Only eligible faculty in a department shall vote. Eligible faculty include tenured, tenure-track, and non-tenure-track faculty holding the title of assistant professor or senior lecturer in that department as defined by the CBA. All eligible faculty shall be given a minimum of five (5) business days' notice of the meeting date. Reasonable effort should be made to include by proxy vote or absentee ballot, eligible faculty who are in off-campus positions or on leave.
- C. The election result shall be determined by simple majority vote of eligible faculty. Ballots must be cast either in person, by certified proxy or by absentee ballot.
- D. In the case where three or more candidates are running, if no candidate received a simple majority, there will be a runoff vote for the candidates receiving the two highest votes.
If two or fewer candidates are running and no candidate received a simple majority, the election will be considered a failed election and Section A.1.E shall govern.
- E. In cases where no candidates achieve a majority vote in an election, the dean, in consultation with the Provost/Senior Vice President for Academic Affairs may appoint an acting chair or chairs for a period not to exceed two (2) years.
- F. In consultation with the faculty department (identified in A.1.B) and the Provost/Senior Vice-President for Academic Affairs, a Dean may initiate an external search for a Chair. An external search for a Chair must follow university hiring policy and procedure.

G. Departments elect Chairs for a term of four years; however, all Chairs, whether elected or appointed, are subject to periodic review based on terms of the Collective Bargaining Agreement.

2. Removal or Replacement of Chairs

A. At any time, a simple majority of eligible faculty within a department may petition in writing to the appropriate Dean for a review of the Chair's effectiveness.

B. If after the review, the appropriate Dean, in consultation with the Provost/Senior Vice President for Academic Affairs determines that a vote to recall and/or remove a department chair is warranted, the Dean shall assure that a vote is conducted by secret ballot. The chair shall not participate in the balloting. All eligible faculty shall be given a minimum of five (5) business days' notice of the ballot date. Reasonable effort should be made to include by proxy vote or absentee ballot, eligible faculty who are in off-campus positions or on leave.

C. The appropriate Dean may remove a chair at any time following consultation with the Provost/Senior Vice President for Academic Affairs, the chair and the eligible faculty of the department if in the judgment of the Dean, said removal is in the best interest of the department or the university.

3. Filling Temporary Chair Vacancies

A. When a chair is to be absent from the campus for a quarter or more, the department shall elect an acting chair within its ranks, in accordance with Section II.A.1. If for any reason the department is unable to elect an acting chair, the dean can appoint an acting chair for no more than one quarter.

B. An elected acting chair may serve for a period of up to two (2) years.

C. When the chair is to be on leave for more than two (2) academic years, the chair must resign and a new chair be elected.