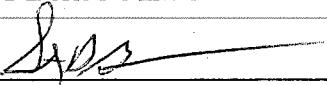


**ACADEMIC SENATE****POLICY NO. 521**

ISSUE DATE:	4/16/02	<b>POLICY: SELECTION AND REVIEW OF DEPARTMENT CHAIRS</b>	
REVISION DATE:	4/10/11		
REFERENCE:			
APPROVED:	<hr/> <p style="text-align: center;">/</p> <p>President, California Maritime Academy</p>		
SUBMITTED:	<hr/> <p> 14/10/11</p> <p>Chair, Academic Senate</p>		

**POLICY:**

- I. Recommendation and Appointment: As determined through elections supervised by the Executive Committee of the Academic Senate of the Academy, the members of each academic department will recommend to the President one of their colleagues for service as chair of their department. In consultation with the Academic Dean and the Provost, the nominee of the department shall be forwarded by the Executive Committee to the President of the Academy for his/her appointment.
- II. Length of Term: Department chairs serve for a term of three years, beginning at the start of the spring term, subsequent to their selection and appointment during the prior academic year.
- III. Election Procedures:
  - A. All procedures related to the selection, appointment and tenure of department chairs expressed within this policy are subject to any limitations imposed by the current collective bargaining agreement.
  - B. Normally, only tenured or probationary faculty are eligible to serve as department chairs.

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- C. All members of the department are eligible to nominate candidates and to vote in the election of the chair of their department.
- D. Not later than April 1st of an incumbent chair's third year of service, he or she will request the Chair of the Academic Senate to select a tenured member of the Senate to supervise the election of the department's nominee for department chair. The Senate appointed election supervisor must not be a member of the department within which the department chair election is occurring.
- E. The appointed election supervisor will solicit all members of the department for nominations and will prepare a ballot. The ballot shall list all nominated candidates, or, in the absence of nominations, shall list every tenured or probationary faculty in the department. The ballot shall have an option of a "write-in" candidate. Elections shall be by secret ballot.
- F. In absence of approved alternate procedures developed by a department, successful election requires a majority of all votes properly cast. If no candidate receives a majority of votes cast on a ballot, a subsequent ballot shall be prepared, listing only the two candidates receiving the largest number of votes on the initial ballot.
- G. The election shall be conducted prior to the end of the spring semester.
- H. Departments may establish alternate election procedures, subject to approval by the Executive Committee of the Academic Senate. Such procedures must comply with applicable provisions of the current Collective Bargaining Agreement (CBA). Approved departmental procedures shall be attached to this policy as Amendment B.
- I. Should a vacancy occur prior to the completion of an incumbent chair's term an election following the procedures described in Sections III-E and III-F, above, will occur, without delay, to select a chair for the remainder of the ongoing three-year term. If the vacancy is of a temporary nature of a semester or more in length, such as in the case of a chair on sabbatical, an interim chair may be elected to serve until the chair returns. In the case of an extended absence of less than a semester in length, the chair may appoint an acting chair, in consultation with the members of the department and the Academic Dean.

**IV. Review:**

- A. Departments shall evaluate the performance of their department chairs on an annual basis, commencing in the fall term of the first year of service.

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- B. In October of each year, the Director of Faculty Affairs shall solicit department faculty to complete and submit Appendix A, Evaluation of Department Chairs. Evaluations shall be due no later than November 15th. Department faculty shall submit completed evaluations to the chair in a manner that ensures anonymity.
- C. These intra-departmental evaluations should be formative in nature. The evaluation forms or information obtained from them shall not be placed in the department chair's Personnel Action File (PAF) or used in Retention, Tenure or Promotion (RTP) decisions unless the evaluated chair includes the submitted evaluation forms in his or her Working Personnel Action File (WPAF) at his or her discretion.
- D. Departments may develop alternate evaluation forms or procedures.

**V. Recall:**

- A. Any member of a department may make a written request to the Executive Committee of the Academic Senate to initiate a Vote of No Confidence related to the performance of an incumbent department chair of that department. Votes of No Confidence shall be administered by a member of the Executive Committee who is not a member of the department within which the vote has been requested. Votes shall be conducted by secret ballot. All members of the department are eligible to vote. If two-thirds or more of the votes support a Vote of No Confidence, the results of that vote will be forwarded to the Academic Dean, the Provost and the President.

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**APPENDIX A**

**Department Chair Evaluation**

Name of chair:

Department:

Date:

1. Describe your department chair's strengths as chair and give examples of ways he/she has been successful in his/her duties as chair.
2. What are some areas where there is room for improvement with how your department chair does his/her job?
3. Please feel free to add other comments or provide additional information.

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**Submit this evaluation to the chair by November 15th.**