

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

**F10-4, Policy Recommendation, Revision of the Policy for  
Selection and Review of Department Chairs**

**Legislative History: Rescinds S90-4 and F07-4**

Currently, there are several policies that address the selection and review of Department Chairs: F02-4 (Department Voting Rights), S90-4 (Selection and Review of Department Chairs), and F07-4 (Definition of Majority Vote Regarding Selection and Review of Department Chairs). This policy consolidates the selection and review of Department Chairs into one new policy.

**At its meeting of December 6, 2010, the Academic Senate approved the following policy recommendation presented by Senator Ng for the Professional Standards Committee.**

**Action by University President: Approved by President  
Don Kassing**

**Date: January 18, 2011**

**POLICY RECOMMENDATION**

**Revision of the Policy for Selection and Review of Department Chairs**

The major change in this policy is in the nomination of the Department Chair. This policy requires that the nominees for Department Chair must be tenured faculty holding positions of Associate or Full Professor or equivalent. A committee comprised of three College RTP committee members, Dean's office representative, and a departmental representative will count votes in elections. This policy also clarifies the review process for Department Chairs and the appointments of Acting Chair and Interim Chair.

## SELECTION AND REVIEW OF DEPARTMENT CHAIRS

The selection of a Department Chair is the most important collective decision of department faculty.

### I. APPOINTMENT

The President appoints and removes the Department Chair in consultation with the Provost, College Dean, and department faculty. The term of the appointment is normally four years.

### II. DEPARTMENTAL VOTING RIGHTS

The department voting rights for the selection and review of Department Chair are spelled out in Senate policy F02-4.

### III. REVIEW OF DEPARTMENT CHAIRS

1. Timing of Review: If the incumbent wishes to continue in his or her position beyond the fourth year, a review of the incumbent shall be initiated according to the provisions of this policy in the fourth year of an incumbent's term.

At any time, department faculty may request a formal review of the Department Chair by submitting to the Dean a petition signed by 50% of the department electorate as defined by F02-4. Except in rare instances and for compelling reasons, after this request from the department faculty, the College Dean will initiate the formal review of the Department Chair.

2. Appointment and Composition of Review Committee: At the beginning of the fourth year of the Department Chair's term, under the direction of the College Dean, the tenured and tenure-track department faculty shall elect from its ranks a peer review committee to evaluate the Department Chair's performance<sup>1</sup>. The review committee, in consultation with the College Dean, will determine the procedures and scope of the review.
3. Criteria for Review: The review committee, in consultation with the College Dean, shall specify the criteria for evaluating the incumbent's job performance. The incumbent shall be asked to examine the criteria developed and to make such comments or suggestions as may seem advisable.
4. Procedures for Review: The review committee, in consultation with the College Dean, shall develop procedures for conducting the review. The procedures shall be designed to secure appropriate information and

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<sup>1</sup> See CFA/CSU Agreement Article 15

appraisals of performance from as many persons as may be feasible who are knowledgeable of the incumbent's performance. If he/she so desires, the incumbent shall be given an opportunity to provide the review committee with a self-evaluation based upon the criteria developed by the committee. The opinions and judgments received by review committees, the deliberations and reports of such committees, and any accompanying materials, shall be confidential.

5. Report of the Review Committee: At the conclusion of its evaluative activities, the review committee shall prepare a written report embodying findings and conclusions. The report of the review committee shall include a statement of strengths found and improvements desired in the incumbent's performance with respect to the evaluative criteria. All raw data collected for review shall accompany, but not be part of, the review committee's summary narrative. Before forwarding the final report to the College Dean, the review committee shall:
  - a. Provide a draft copy of the narrative portion of the report to the incumbent;
  - b. Provide the incumbent with an opportunity to meet with the review committee in order to discuss the report;
  - c. Provide the incumbent with the opportunity to submit to the committee a written statement which shall become part of the report to the College Dean.

The review committee shall forward its final report to the College Dean. The College Dean will discuss the findings with the Department Chair and will report in general to the department faculty. On completion, the final report from the review committee, additional evaluation by the College Dean, and any response from the Department Chair will be forwarded to the Provost.

#### IV. NOMINATIONS FOR DEPARTMENT CHAIR

Every four years, the department faculty shall identify one or more nominees for Department Chair by secret ballot vote following the procedures outlined in F02-4.

1. Chair nominee requirements: The nominees for chair must be tenured faculty holding positions of Associate or Full Professor or equivalent.

2. The election for the nomination of the Department Chair: All faculty (tenured, tenure-track, temporary) may suggest names to appear on the ballot for the election of the Department Chair. The votes will be counted by an election

committee that will consist of three members of the College RTP committee, one representative from the Dean's office, and one representative other than the nominee from the Department.

Failure to reach majority vote in a department may result in nominees' names being forwarded without a clear consensus. In these situations, the selection of the department chair should be resolved by cooperative efforts of department faculty, the College Dean, Provost, and President.

3. Chair appointment: Except in rare instances and for compelling reasons, the President shall appoint a person recommended by the department faculty.

4. Requests for External Searches: In cases where there is no clear nominee for chair or lack of senior (associate or full professor) leadership, Departments may request an external search for department chair. Such requests are limited and are not automatically guaranteed. Special requests should be resolved through the cooperative efforts of department faculty, College Dean, Provost, and President.

#### V. SELECTION OF AN INTERIM OR ACTING DEPARTMENT CHAIR

Normally, the designation of an interim or acting Department Chair requires a nomination by department vote. However, there are instances in which this is unfeasible. The following should guide the appointment of interim and acting chairs.

1. In situations where the period of service is short term, the College Dean, in consultation with the Provost and President, may make the interim or acting chair appointment. Interim and acting chair appointments should be a member of the department in which they will serve in and they should be a tenured faculty member.
2. Interim Appointments: An interim appointment occurs when a Department Chair's position has or will be vacated and there is insufficient time or it is otherwise impractical to complete the regular nomination process explained in Section IV. The President or Provost may make interim appointments after consultation with the College Dean and department faculty. Interim appointments are for a period of six months. Interim appointments may be renewed for an additional six months or less. Normally, a department should not have to operate under interim leadership for more than one year.
3. Acting Appointments: The title "acting" (e.g., Acting Chair) shall be applied to an individual who is designated to act on behalf of a Department Chair who is

on a short-term absence (illness, vacation, or on leave). The President or Provost, in consultation with the College Dean and department faculty, may make an acting appointment. Normally, acting appointments are of short duration.

## VI. REAPPOINTMENT OF A DEPARTMENT CHAIR

In order to serve one or more subsequent terms, the Department Chair must proceed through the review process and regular nominating process.

## VII. CONFIDENTIALITY

The review committee, college dean, and officers of the University shall hold in confidence data received by the review committee, its report, and accompanying materials.

Approved: November 22, 2010

Vote: 8-0-1

Present: Ng (Chair), Merdinger, Semerjian, Jiang, Reis, Backer, Brown, Peddada

Absent: Silber

### FINANCIAL IMPACT:

This policy does not have any direct financial impact.

### WORKLOAD:

This slightly increases the workload of some members of the College RTP committee. Three members serve as a committee to count ballots when there is more than one nominee for chair.