ELECTION INSTRUCTIONS FOR DEPARTMENT CHAIR OR ACTING CHAIR

Please follow the 4 steps below. We suggest sharing this document with the department.

1. Inform the Department
   A. Review [University Policy F17-3](URL)
   B. Create a College Election Committee of three individuals: 1) The Dean or the Dean’s designee; 2) College RTP committee representative, not department’s; 3) One department representative, tenured faculty, not a candidate.
   C. Dean or College Election Committee Member(s) to meet with Department Faculty and must: 1) Provide chair job description; 2) Report the chair appointment fraction (Clear with UP - FA and Provost in advance); 3) Explain nominating procedures.

2. Nomination Meeting to Identify Candidates or Request External Search
   A. Meeting date is announced to department faculty at least one week in advance.
   B. Only department faculty and guests invited by majority vote may attend.
   C. While not required, Department, through normal voting procedures, may request search for external chair (or not). If requested:
      - Dean Denies: Continue to identify candidates.
      - Dean Accepts: Stop and review F17-3, section 4, and S15-6, do a search
   D. Identified candidates--who accept--address the faculty and take questions.

3. Election Process
   A. The department election is held by secret ballot over 5 or more working days.
   B. Voting rights and weights are appropriate to faculty category:
      a. No vote: Faculty appointed 1) full-time in MPP or other non-faculty roles, 2) Visiting Professors, 3) Interim or Acting outside Chairs, 4) On temporary assignment, or 5) Holds minority appointment in department. If equal-split assignment, it must be the tenure granting or primary department for them to vote.
      b. Faculty on temporary suspension-CBA Article 17 may vote if they have voting rights.
      c. T/TT: FERP and PTRB vote proportional to their AY time base. Other T/TT faculty have a full vote in department of permanent, majority, or equal split-tenure assignment.
      d. Lecturer faculty: Vote proportional to their appointment FTEF in the department for the semester the election is held. Lecturers on full leave may not vote.
   C. Ballot must have the options presented in the committee report template below.
   D. The “nominee” will be the one attaining majority vote (no ties: more than half) in T/TT FTEF tally or failure is declared.
      a. If no majority in the first round, hold a second round. For multiple candidate elections, only the top 2 in T/TT FTEF column may be placed on the second ballot.
      b. If failure to obtain majority in the second round, the Dean may declare failure and follow F17-3, section 6. However, multiple rounds are allowed if Dean believes there is time.

4. Reporting Results
   A. The College Election Committee shall report results in terms of: 1) Votes cast for each candidate among T/TT faculty, followed by votes cast by lecturer faculty, and 2) Time base or FTEF of votes cast by T/TT faculty, followed by FTEF of votes cast by lecturers (see template).
   B. The department voting results shall be distributed to the faculty from the relevant department. Any fraction shall be rounded to help preserve anonymity.
   C. Dean sends a memo to Provost to report the Nominee (see template below).