

RECRUITMENT AND APPOINTMENT OF DEPARTMENT CHAIRS

FAM 641.5

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Purpose and Scope

This policy governs all aspects of the recruitment and appointment of department chairs.

Definitions

Department: This term refers to a department or a school (e.g. School of Social Work and School of Computer Science and Engineering).

Department chair: This term refers to both the chair of a department and the director of a school.

Policy Statement

Department chairs are selected from a list of highly qualified candidates who served as instructional faculty recommended by the department. Normally this list will consist of two or more names.

Department chairs are appointed to three-year terms and serve at the pleasure of the Provost. No limit is set to the number of terms, or parts thereof, an individual may serve as chair as long as the department review processes are met satisfactorily. Appointments shall normally begin in the Fall Semester of an Academic Year.

Department chairs perform duties and carry out responsibilities defined by established administrative procedures and stated in FAM 641.65. Department Chairs are expected to provide leadership and facilitate the orderly conduct of the affairs of the department. Additional responsibilities may be assigned by the dean, Provost, or the President.

Department Chair Search Committee

1. When the Provost's decision is to appoint a department chair, the appropriate college dean shall make a request to the department to form a Department Chair Search Committee via an election process.
2. The size of the committee shall be agreed upon by the department involved. A suggested set of limits is from three to five tenure track faculty members with at least one tenured faculty on the committee. Anyone applying for this position shall not serve on the committee. The Committee shall select its own chairperson, who must be a tenured Associate Professor or Professor
3. As long as an internal candidate is viable for the position, the person may not participate in the search process. However, if the candidate is not chosen or withdraws from further consideration, the person may serve in the capacity of a department tenure-line faculty with the right to vote from that point forward.
4. The role of the department chair in the search process is to oversee the process and to ensure that the letter and spirit of this policy is followed and to assist the Search Committee.

5. A college dean shall appoint to the committee, when possible, a student majoring in a subject within in the department. This student must be of senior level or graduate level and completed the residency requirement of the university. The student representative serves as the voice for the students but may not vote in the selection process.
6. The college dean may appoint to the committee a non-academic staff member, who holds permanent status within the college office.
7. If the interim department chair is a candidate for the position, the college dean may appoint a department chair from a closely related field to perform the role of the department chair in the search process.

Internal or External Appointment

1. When a Department Chair vacancy occurs, the Provost, following consultation with members of the department involved and in consultation with the appropriate college dean, shall decide whether to appoint a department chair from within (internal to) or from outside (external to) the University.
2. If the Provost's decision is to appoint a department chair from outside (external to) the University, faculty from within (internal to) the University may still apply.

Nomination Procedures for Candidates Internal to the University

1. All proceedings of the search process shall remain confidential.
2. The announcement of a position opening shall be made by the appropriate college dean in consultation with the Search Committee. Wording of the announcement shall be such that it specifies the job description, qualifications necessary for appointment as Chair, and materials to be submitted by applicants. A review date for applications and the rank of the hire shall be included.
3. Candidates shall minimally submit the following in the application: curriculum vitae (CV), statement of managerial style/goals/vision, statement of qualifications, and a list of three references, who can speak on behalf of the candidate.

Appointment of Department Chairs

4. Once the closing date has passed, the Search Committee shall submit a list of applicants who meet the minimum qualifications to all departmental tenure-line faculty members for their review and written comments. All tenure-line faculty will have access to applicants' files during this process. The voting faculty member should state for each applicant if the applicant is acceptable or not-acceptable for further consideration. Applicants who are not accepted by an absolute majority of the faculty eligible to vote shall be removed from further consideration. [Note: an absolute majority in this context means greater than 50% of the tenure-line faculty eligible to vote irrespective of whether they do so.]
5. Applicants accepted by an absolute majority of the tenure-line faculty shall be interviewed by the Search Committee with provisions made for department participation in the interview process. Following the interview, the Search Committee will inform the candidate that additional individuals not on the list provided may be contacted for reference. The Search Committee shall thereupon rank the candidates. Names of applicants and their ranked order accepted by a majority of the tenure track departmental faculty members, along with all written comments and Search Committee recommendations, shall be forwarded by the chair of the Search Committee to the appropriate college dean.
6. If no applicants are accepted by the majority of the tenure track department faculty members and there are no other viable candidates, then an interim chair will be appointed as per the section on Appointment of Interim Chair, below.
7. After receiving the ranked order list of acceptable candidates along with the departmental written comments and Search Committee recommendations, the College Dean shall review all materials and prepare separate written comments and recommendations. These, along with those materials received from the Nomination Committee including the list of nominees, shall then be forwarded to the Provost.
8. The Provost shall consider all materials received, including written comments and recommendations, and shall make the appointment of department chair from the list of nominees submitted.

9. If the Provost does not make an appointment from the list submitted, the search process shall return to Section 3 above and proceed from there.

Procedures for Candidates External to the University

1. All proceedings of the search process shall remain confidential.
2. The Search Committee shall recommend only those candidates whose credentials have been reviewed and selected by the majority of tenure track faculty of the department.
3. The search process for "external" candidate shall follow this modified version of FAM 642.4: Recruiting and appointment of probationary faculty. Internal candidates may also apply for this position. Position description should include rank, tenure status, time base, discipline specific requirements, and date of application review.
4. As a first step in advertising the positions, the department shall develop vacancy announcements. Such announcements shall be approved by the college dean and recommendation from the Assistant Director for Diversity Initiatives before they are distributed. The vacancy announcement should include minimum qualifications (these should relate to job requirements), contents of a dossier, a statement "application review date/position will remain open until filled or closed by the department," rank, certifications, credentials, and any additional current legal requirement to be provided by the Office of Faculty Affairs and Development.
5. Faculty Affairs and Development will pay for the posting of the position announcement on Chronicle of Higher Education, Faculty Affairs and Development website, CSU Careers, and other job websites or publications to reach the broadest possible audience. The department should use a variety of available methods to ensure diversity and maximize application pool. Such activities may include but are not limited to personal contacts, advertisement in appropriate professional resources, graduate programs, and other activities that the department deems appropriate. For purposes of diversity, an effort should be made to contact departments or programs where qualified members of underrepresented groups may be located. The department shall endeavor to maximize the diversity of the applicant pool by taking advantage of personal contacts, and by advertising in organizations that target underrepresented candidates.

6. A dossier should be established in the electronic recruitment management system. The candidate will submit minimally a letter of application, curriculum vitae, letter of application, a list of references and contact information from individuals who are qualified to comment, unofficial transcripts of all post-secondary degrees claimed by the candidate (official transcripts will be required prior to appointment). The department may request additional information, which may include letter of recommendation, philosophy or statement of teaching, leadership, etc., proof of professional licensure and/or credentials, student evaluations of teaching, if available, portfolio, etc.
7. After the application review date, the Search Committee and department chair must review the applications and create a list of minimally qualified applicants.
8. The Assistant Director for Diversity Initiatives will review the list of candidates and make a recommendation for the purpose of diversity.
9. The Assistant Director for Diversity Initiatives has two working days to render a recommendation and justification to the chair of the Search Committee and director/chair of department.
10. If underutilization of underrepresented groups for a discipline exists in the qualified applicant pool, the Assistant Director for Diversity Initiatives will discuss the concerns with the recruitment committee, chair of department, and appropriate administrators. The Search Committee either can provide an evidence of good faith efforts within the context of the discipline to maximize the applicant pool or reopen the application process.
11. If the recommendation by the Assistant Director for Diversity Initiatives is not to move forward based on diversity concerns, the chair of department and the Chair of the Search Committee will discuss the matter with the college dean. If the college dean agrees with the chair of department and the chair of the search committee, they can appeal the decision to the Provost for moving the process forward. The department chair, chair of the search committee, and/or the college dean will be given an opportunity to present the department's case to the Provost in a timely manner. The Provost renders a decision. If the provost does not approve the list, the search committee must take necessary steps to diversify the pool.

12. If the roster is recommended to move forward, the search committee, in consultation with the department chair, evaluates the contents of the candidates' files and selects candidates for a personal interview initially by phone. The phone interview will be performed by the search committee and department chair. At the end of the call, permission to contact other individuals not on the reference list will be obtained from the candidate. Questions used for reference checks and personal phone interviews must be the same for all candidates being considered.

After the phone interview, the department faculty will be given access to applicants' CV, statements from the candidates, and summary of the phone interview. The tenure track faculty in the department will vote whether the candidates are acceptable or unacceptable and rank the candidates for on-campus interview. The search committee and department chair will contact the references on and off the list and summarize the findings for each candidate to be invited for on-campus interview. A separate file with original notes and comments will be kept in the department office for future reference.

A list and completed files of candidates being invited for the on-campus interview must be submitted to the college dean with the justifications for final approval prior to inviting the candidates to campus.

13. The on-campus visit scheduled for each candidate should allow department to evaluate/observe candidate's ability to teach and meet the department's expectations in the areas of research/ scholarship/creative activity and of service. All tenure track faculty of the department shall be informed of the date(s) of the visit and be provided a copy of the schedule along with a sign-up sheet to participate fully in the interview process. A copy of the candidate's vita should be made available to on-campus individuals who are planning to meet the candidate.

During the campus visit, the candidate should minimally meet the search committee as a body, faculty in the department, department chair, and college dean. The candidates may visit directors of campus resources such as Teaching Resource Center, Office of Community Engagement, Sponsored Program, Center for International Studies and Programs (CISP), etc. The candidate meets with the department chair at the end of the interview process. The search committee and department faculty are expected to fully

participate in the on-campus interview process. Search committee will solicit comments from those who came in contact with the candidate and a summary of those comments will be placed in the candidate's file.

14. Following completion of on-campus interviews, the search committee and department chair shall meet with tenure track faculty of department to discuss and solicit comments regarding each candidate. Each tenure-track faculty will vote to approve or disapprove the candidates and rank the candidates. Voting on the final recommendation is limited to faculty who participated in the on-campus visits. This result of the vote will be submitted to the college dean.
15. If the list of candidates is not accepted by an absolute majority of the tenure track faculty of the department, then items 7 through 13 shall repeat until 14 is fulfilled. Any applications received after the review date may be considered until the department's vote for phone interview. After that process, the late candidate(s) may be considered only if the existing list of candidates is deemed unacceptable.
16. Based on the vote and comments, the search committee shall then prepare a final list of nominees ranked in preferential order. This final list and the completed files of the nominees on the final list shall be forwarded to the college dean who shall review all materials and prepare written comments and recommendations. The college dean shall then forward all materials to the Provost.
17. The Provost shall consider all materials and shall make the appointment of department chair from the final list of nominees submitted.
18. If the Provost does not make an appointment from the final list submitted, then Section 5 of this policy shall repeat until an appointment is made or interim chair will be appointed.

Appointment of Interim Department Chair

In the event there is a need to appoint an interim department chair, the Provost, following consultation with members of the department involved and in consultation with the appropriate college dean, shall make the appointment.

A chair external to the department or college shall not have the voting privileges as a faculty member in the department or college; that person's faculty status remains in the home department or college.

Approvals

Approved by the Faculty Senate on April 7, 2020

Signed by the President on 4/25/2020

History

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