California State University
SAN BERNARDINO

Academic Affairs
Faculty Senate

ELECTION OF DEPARTMENT EVALUATION COMMITTEES

FAM 652.6

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Purpose and Scope

This policy sets forth provisions regarding the election of the Department Evaluation Committee. The functions and other aspects of the said committee are specified in appropriate places in FAM 651.1: Evaluation of Tenure-Line Faculty.

Definition

The term *department* used in this document refers to an academic unit in an academic college that houses faculty and offers academic programs to students. It includes both departments and schools (e.g. *School of Computer Science and Engineering* and *School of Social Work*).

Consequently, the term *department chair* is used to refer to both *department chair* and *school director;* the term *Department Evaluation Committee* refers to both *Department Evaluation Committee* and *School Evaluation Committee*

Policy statement

Peer review lies at the heart of evaluation in the academia. In the CSUSB's RPT process, the responsibility of peer review rests solely with the Department Evaluation Committee. As such, the election of the Department Evaluation Committee should be conducted with utmost integrity.

The Department Evaluation Committee is composed of three tenured faculty, at least two of whom must hold the rank of Professor. The third can be a Professor or an Associate Professor who is not undergoing performance review. Eligible faculty who are undergoing periodic evaluation may serve on the committee but must recuse themselves from their own evaluation.

1. It is the responsibility of the department chair to initiate and supervise the process for the election of the Department Evaluation Committee.

2. Questions on procedures and eligibility shall be addressed to the College Elections Officer, who may consult with the Office of Faculty Affairs and Development or the Executive Committee of the Faculty Senate as needed.

3. Election challenges concerning violation of procedure shall be adjudicated by the University Elections Committee.

Procedures for Election

1. At the start of each academic year, the department chair shall call for nominations for the three positions on the Department Evaluation Committee. Only tenure-line faculty within the Department are eligible to make nominations. There is no limit to the number of nominations a faculty member may make but each nomination must be in writing and bear the signature of the person making the nomination to affirm that the nomination is coming from within the Department. Nominees must be tenured Professors or Associate Professors. Faculty in the Faculty Early Retirement Program are not eligible to serve on a Departmental Evaluation Committee unless (a) the period of active employment spans the period of the Committee's work, and (b) the appointment is approved by the College Dean. Although faculty on sabbatical or difference-in-pay leaves are under no obligation whatsoever to perform departmental/school service during their leaves, they are eligible to serve on their department's/school's evaluation committee if they freely choose to do so (without undue pressure or solicitation by their colleagues) and, in addition, agree to review the files for all review cycles and to attend all meetings throughout the entire academic year, including cycles and meetings that occur during the time they are on leave.

Nominees must be from within the Department or from a related academic discipline. Standard nominating forms shall be used. (See Attachment A).

2. Members of a Department Evaluation Committee cannot concurrently serve on the College Evaluation Committee or the University Evaluation Committee. They may, however, be elected to other departmental evaluation committees. Department Evaluation Committee members who are undergoing a Periodic Evaluation may serve on the Department Evaluation Committee but must recuse themselves when they are being evaluated. Also, department chairs cannot serve on the evaluation committee within their own Department but may be elected to other department committees.

3. What constitutes a related discipline is to be determined by the tenure-line faculty of the Department.

4. If fewer nominations are received than positions available, nominations shall automatically be extended for a period of three days to allow for additional nominations. All members of the Department shall be informed in writing of this extension. If there are still fewer nominations than positions, an election shall be held for the nominees available and then the vacancy filled by starting a new election at Step 3, above.

5. If, after nominations are closed, there are two or more nominees per position from within the department, nominees from related disciplines shall be eliminated. In applying this provision when there are two or three positions, follow the guidelines below:

    a. Three positions

        If there are at least two Associate Professor nominees from within the Department, then Associate Professors from outside the Department are excluded.

        If there are six or more nominees from within the Department and four or more of them are Professors, exclude all nominees from outside the Department.

    b. Two positions

        If there are at least two Associate Professor nominees from within the Department, then Associate Professors from outside the Department are excluded.

        If there are four or more nominees from within the Department and two or more of them are Professors, exclude all nominees from outside the Department.

6. The nominating period shall extend for five working days after the day that the call for nominations is placed in Department faculty mailboxes. The list of nominees shall be publicly posted in the Department office as nominations are received.

7. Only tenure-line faculty within the Department may vote in Department evaluation committee elections. This includes department chairs and others who are appointed to administrative positions but remain in the employment status of faculty (Unit-Three).

8. Ballots shall be distributed within three working days after nominations close, using the normal Senate procedures for confidential voting. Ballots must be received in the Department office no later than four working days after they are placed in the Department faculty mailboxes.

9. Ballots shall be prepared and tallied as follows:
    a. The name of every eligible nominee shall be placed on the ballot.

    b. If there are more qualified candidates than positions, a ratification/election ballot shall be used (Attachment B). Otherwise, only a ratification ballot will be needed (Attachment C), except for the following special case. If there are more candidates than positions, if no associate professor is currently on the committee and if the number of professor candidates is less than the number of positions, then a ratification ballot shall be used for the professor candidates and a ratification/election ballot used for the associate professor candidates.

    c. Ballots shall be opened and counted by the department chair and the college elections officer (or designee for the latter).

    d. Whenever there is one candidate per position, a candidate is ratified upon receiving a majority of the "acceptable" votes among the valid ballots cast. At this point the election is over. If any positions remain unfilled (due to candidates not being ratified), then a new election will be called to fill those remaining vacant positions.

    e. For ratification/election ballots, evaluate ratification first. A candidate is ratified upon receiving a majority of the "acceptable" votes among the valid ballots cast. Candidates not ratified are disqualified from the preferential count. Preferential votes are tallied according the ballot procedure as described in the Bylaws of the Faculty Senate, Article II, Section 3.H.3). Once one associate professor has been

elected, all additional associate professors shall be deemed ineligible for the remaining positions.

10. If, for any reason, a Department Evaluation Committee does not have the required three members but an evaluation deadline is imminent, it shall complete the evaluation with its two available members. A special election shall be held at the earliest opportunity to fill in the missing positions.

11. All members of the Department are to be notified in writing of the outcome of each election. Results of the election are to be sent to the College Office, the Faculty Senate Office and the Office of Academic Affairs and Development.

12. All election materials shall be retained in the department office for 30 calendar days after ballots have been counted. These materials shall be available for inspection in the department office. To be valid, election challenges must be filed in writing with the University Elections Committee within five working days from the date that notification of election results are placed in faculty mailboxes.

Attachment A

DEPARTMENT EVALUATION COMMITTEE NOMINATION FORM

DEPARTMENT OF _____

[Note: Only tenure-line faculty at the rank of Professor or Associate Professor (not under consideration for promotion during the academic year) are eligible to be nominated. No department chair may be nominated for the department evaluation committee within her or his department. No member of the University Evaluation Committee is eligible to serve on a department evaluation committee. No member of a college evaluation committee is eligible to serve on a department evaluation committee within his or her college. Faculty in the Faculty Early Retirement Program are not eligible to serve on a Departmental Evaluation Committee unless (a) the period of active employment is two semesters of the academic year and (b) the appointment is approved by the College Dean.]

_____
Printed name of person being nominated

_____   _____

Signature of person being nominated   Date

(This signature indicates a willingness to accept the nomination.)

_____
Printed name of person making the nomination

_____   _____

Signature of person making the nomination   Date

[Note: Only tenure-line faculty within the department may nominate. Self-nomination is permitted. There is no limit to the number of nominations an eligible faculty can make.]

Attachment B

DEPARTMENT EVALUATION COMMITTEE ELECTION BALLOT

DEPARTMENT OF _____

The persons below were nominated to serve on the Department Evaluation Committee. There are____openings on this committee. *This is a two-part ballot, both parts need to be completed.*

1. In the ACCEPTABILITY columns, please mark either "acceptable" or "unacceptable." *Failure to vote on acceptability will have the same effect as voting "unacceptable."*

2. In the RANK column, please rank order all candidates (including those marked unacceptable) by marking "1" by the name of your 1st choice (most preferred) candidate, "2" by the name of your 2nd choice candidate, "3" by the name of your 3rd choice candidate, and so on. *Make sure all candidates are ranked. Incomplete ranking will render your ballot invalid.*

[Note: Only tenure-line faculty are eligible to vote.]

ACCEPTABILITY		RANK	
Acceptable	Unacceptable	Candidate	Vote
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

Attachment C

DEPARTMENT EVALUATION COMMITTEE RATIFICATION BALLOT

DEPARTMENT OF _____

The persons below were nominated to serve on the Department Evaluation Committee. They are unopposed for the position(s). Please vote on ratification for each of these candidates by marking in either the "acceptable" or "unacceptable" space next to each candidate*. Failure to vote for a candidate will have the same effect as voting "unacceptable."*

[Note: Only tenure-line faculty are eligible to vote.]

ACCEPTABILITY

<u>Acceptable</u>   <u>Unacceptable</u>   <u>Candidate</u>

_____   _____   _____

_____   _____   _____

_____   _____   _____

Approvals

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