BP 7218 SELECTION OF DEPARTMENT CHAIR

Each department of the college has the choice of electing its department chair subject to the approval of the superintendent/president and appointment by the board of trustees, or requesting that administration appoint a department chair.

Adopted: 1/04
Revised:

(Replaces Board Policy 7300)
AP 7218 SELECTION OF DEPARTMENT CHAIR

No later than four weeks before the end of the fall semester of the year of expiration of the term of office of the current department chair, each department should have completed the following:

Choosing, by secret ballot, between election of a department chair or appointment of a department chair with a simple majority of those voting determining the result.

Notifying administration if appointment has been chosen as the mode of selecting the new department chair.

The Senate Elections Committee shall conduct these elections. Committee members shall be appointed by the Executive Council of the Academic Senate. Should a member of this committee be a candidate for department chair, the member shall not conduct the election in candidate’s department. At least two members of the committee must be present to conduct the elections.

Election of a department chair shall occur not later than the end of the fall semester. All elections will be by secret ballot, a simple majority of those voting to determine the result.

Eligibility to vote is limited to certificated “contract” and “regular” employees in the department. Signed absentee ballots or proxies will be accepted. An employee teaching in more than one department shall vote only in that department in which the majority of the teaching load occurs.

Should a tie vote occur, a second election shall be held immediately. If the second election also ends in a tie, the results shall be forwarded to the college superintendent/president, who shall resolve the situation.

Criteria of eligibility for election and re-election may be established by each department. Length of term of office may be decided by each department, but such term shall not be for more than three years not less than two years.
Each department should adopt its own guidelines for implementing this procedure, keeping on file a record of such guidelines.

Should a vacancy occur during the summer, the superintendent/president shall appoint a department chair to serve during the fall semester. The Senate Elections Committee shall conduct an election for replacement during the fall semester with the term to be determined at the time of election. The term will begin with the subsequent spring semester.

Approved: 1/04
Revised:

(Replaces Administrative Procedure 7300.01)