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: 10/9/18
AP 7218  SELECTION OF DEPARTMENT CHAIR

All elections for department chairperson shall be conducted by the Academic Senate Elections Committee and in the presence of a member of the Senate Elections Committee. No member of the Senate Elections Committee shall conduct an election for his/her own department.

Within the first four weeks of the fall semester, the Senate Elections Committee will send a campus-wide email indicating which departments are due for chair elections, and make available the procedure for the holding the elections.

All department members shall receive notice of the election at least two weeks in advance of the election. Notification to the department is the responsibility of the current department chair.

No later than the end of finals week 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:

i. Choose between election and appointment of department chair.
ii. Determine by majority vote whether the new chair shall serve for two or three years.
iii. Hold an election, if selected.

Regular elections shall not be held before the 9th week of the fall semester.

In the event the department chooses appointment, the Senate Elections Committee chairperson shall immediately notify the college superintendent/president of the selection of the appointment option and whether the term shall be for two or three years.

A two-thirds quorum of eligible department faculty must be present to hold a department chair elections. All department chair elections shall be by secret ballot only. A simple majority of those voting will determine the result. Upon unanimous approval by all department members, when there is only one candidate an election may be held electronically. Electronic elections are to be done using a tool that enables secrecy and is tied to the voters’ hancockcollege.edu email accounts.
Signed absentee ballots or proxies will be accepted. Electronic absentee ballots/proxies sent to the Senate Election Committee from the voter's hancockcollege.edu email address will also be accepted. A person teaching in more than one department shall vote only in that department to which the faculty member is permanently assigned.

If the there is only one candidate, then the election shall nevertheless be conducted, using a YES or NO type response on the ballot. A majority affirmative vote shall be required to be elected.

Should a tie vote occur, a second vote shall be taken immediately. If the second vote also ends in a tie, then another vote shall be taken a week later. If that vote is still a tie, another vote shall be taken immediately. If a tie vote still results, the results shall be forwarded to the college superintendent/president, who shall resolve the situation.

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. Should a vacancy occur during the fall or spring semester, the standard election/appointment process will be held as soon as possible.

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