Department Chair Election Timeline & Procedure

1. The appropriate academic dean calls for nominations by e-mail and potentially at a department meeting (day 0).
2. Nominations due to the academic dean by day 14 (or whatever agreed upon time).
3. Dean informs department of nominations.
4. Dean meets with nominees.
5. Candidates discuss their goals (next department meeting after day 14).
6. Faculty give kudos/feedback/concerns directly to the appropriate academic dean regarding candidates.
7. The academic dean oversees a final (anonymous) vote one week after meeting where candidates discuss goals.
8. The academic dean compiles the votes and informs the candidates followed by the Department and Academic Affairs.
9. Academic Affairs finalizes the appointment for the department chair. If Academic Affairs declines the department's recommendation, they will work with the department on selecting another individual to serve in that role.

FAQs

A. Candidates may self-nominate.
B. If only one nomination is received, step 3 may be skipped.
C. Ideally, day 0 will occur in November.
D. Departments with their own procedure may choose to follow that procedure, but a version of step 6 must be present.
E. Chairs may opt for a shorter term in extenuating circumstances, i.e., the next chair will be on sabbatical, so the current chair will only extend by 1 year instead of 3 years.
F. A department's vote indicates their recommendation to the administration on who should serve as department chair. However, it is within the administration's purview to accept or decline their recommendation.
G. Departments should outline, in advance, how they want to vote (e.g., simple majority of those present, absentee voting).
   - For slates having more than two candidates, they can consider using ranked voting or a run-off election.
   - In the case of a tie at the department level, an administrative committee (academic deans and AVP) will meet with each candidate to discuss their goals. Then the administrative committee will make a decision.