

CAL POLY ELECTION PROCESS FOR INTERNAL DEPARTMENT HEADS/CHAIRS

February 8, 2018

In accordance with the Campus Administrative Manual (CAM), the appointment of a department head/chair is made by the dean after consultation with the faculty of the department, the Provost and the President. Chairs will be appointed for a fixed term and Head appointments will normally continue so long as they are satisfactory to the appointee and to the dean. The department head/chair serves at the pleasure of the dean.

Each department shall continue to follow their department practice to conduct internal Department Head/Chair elections while incorporating the voting requirements outlined below. Departments may update their policy through its respective joint governance process, but the new process must include the requirements listed below.

1. All 12.12 (3-year) lecturers, including counselors and librarians, with an appointment in the academic quarter of the vote will be eligible to participate in the vote to recommend a department chair, with a full vote in their department voting process. Nothing in the balloting process will differentiate the three-year lecturers' vote from tenured and tenure-track faculty votes for department chair recommendations.
2. All other lecturers will be granted an advisory vote. These advisory votes will be differentiated and summarized separately from the votes of the 12.12 (3-year) lecturers, tenured faculty, and tenure-track faculty.
3. The above voting terms represent a minimum; departments may modify their department chair selection policies through the joint governance process.
4. Lecturers shall be notified regarding the department voting process in the same manner as all tenured and tenure-track faculty.
5. Lecturers eligible to cast a vote or an advisory vote shall be afforded the same opportunity as tenured and tenure-track faculty to attend regularly scheduled department meetings when department chair balloting is scheduled.
6. In the event the department conducts a search for a department chair that is not from the department, the faculty recruitment process as described in the ***Procedure for Recruiting Tenure-Track Faculty*** (https://content-calpoly-edu.s3.amazonaws.com/academic-personnel/1/PDF/ProcedureforRecruitingTenure-TrackFaculty_%283-2017%29.pdf) will be used. In this case, the chair of the search committee shall solicit feedback from all lecturers employed during the quarter of the search; these lecturers will be granted a full advisory vote, which will be presented to the faculty search committee.