

Please follow the 4 steps below. We suggest sharing this document with the department.

1. Inform the Department

- A. Review [University Policy F17-3](#)
- B. Create a College Election Committee of three individuals: 1) The Dean or the Dean's designee; 2) College RTP committee representative, not department's; 3) One department representative, tenured faculty, not a candidate.
- C. Dean or College Election Committee Member(s) to meet with Department Faculty and must: 1) Provide chair job description; 2) Report the chair appointment fraction (Clear with UP - FA and Provost in advance); 3) Explain nominating procedures.

2. Nomination Meeting to Identify Candidates or Request External Search

- A. Meeting date is announced to department faculty at least one week in advance.
- B. Only department faculty and **guests invited by majority vote** may attend.
- C. While not required, Department, through normal voting procedures, may request search for external chair (or not). If requested:
 - Dean Denies: Continue to identify candidates.
 - Dean Accepts: Stop and review F17-3, section 4, and S15-6, do a search
- D. Identified candidates--who accept--address the faculty and take questions.

3. Election Process

- A. The department election is held by secret ballot over 5 or more working days.
- B. Voting rights and weights are appropriate to faculty category:
 - a. **No vote:** Faculty appointed 1) full-time in MPP or other non-faculty roles, 2) Visiting Professors, 3) Interim or Acting outside Chairs, 4) On temporary assignment, or 5) Holds minority appointment in department. If equal-split assignment, it must be the tenure granting or primary department for them to vote.
 - b. Faculty on **temporary suspension-CBA Article 17** may vote if they have voting rights.
 - c. **T/TT: FERP and PTRB** vote **proportional** to their AY time base. Other T/TT faculty have a full vote in department of permanent, majority, or equal split-tenure assignment.
 - d. **Lecturer faculty:** Vote **proportional** to their appointment FTEF in the department for the semester the election is held. Lecturers on full leave may not vote.
- C. Ballot must have the options presented in the committee report template below.
- D. The "nominee" will be the one attaining **majority vote** (no ties: more than half) in **T/TT FTEF** tally or failure is declared.
 - a. If no majority in the first round, hold a second round. For multiple candidate elections, only the top 2 in **T/TT FTEF column** may be placed on the second ballot.
 - b. **If failure** to obtain majority in the second round, the Dean may declare failure and follow F17-3, section 6. However, multiple rounds are allowed if Dean believes there is time.

4. Reporting Results

- A. **The College Election Committee shall report results** in terms of: 1) Votes cast for each candidate among T/TT faculty, followed by votes cast by lecturer faculty, and 2) Time base or FTEF of votes cast by T/TT faculty, followed by FTEF of votes cast by lecturers (see template).
- B. The department voting results shall be distributed to the faculty from the relevant department. **Any fraction shall be rounded** to help preserve anonymity.
- C. Dean sends a memo to Provost to report the Nominee (see template below).