

**Effective:** Fall 2010

**Faculty Policy  
CHAIRPERSON ELECTION PROCEDURE**

**Approved:** May 2, 2003  
Reviewed March 9, 2007  
Revised October 1, 2010  
MU/APSCUF-MU Meet and Discuss

**Definition**

Throughout this document, the term “the President’s designee” refers to the school Dean or Vice President, as applicable.

**Chairperson Election Frequency and Term**

Refer to the Collective Bargaining Agreement (CBA) Article 6, “Chairpersons,” for the specific year(s) that department chairperson elections shall be held and the term of office for department chairpersons.

If a vacancy occurs during a regular term, the procedures below shall apply for election of a replacement for the remainder of the term. Timing shall be adjusted as needed to complete the nomination and election process without undue delay.

**Nomination**

Department Nominating Committee Formation

**By October 15**, each department shall elect a Department Nominating Committee to identify candidates who wish to become nominees for election as department chairperson. Small departments may use the department as a committee of the whole. Each Department Nominating Committee shall elect its own chairperson.

No nominee for the post of department chairperson shall serve as a member of the Department Nominating Committee except in those cases in which the department is serving as a committee of the whole.

Information for Candidates

Aspiring candidates are encouraged to meet with the President's designee to discuss the role and responsibilities of the department chairperson as viewed by the University administration, and to determine their acceptability by the University administration for the post.

### Nomination Process

When the Department Nominating Committee has completed its consideration of candidates, it will report the list to the department. A majority of department votes may add candidates to the list of nominees.

**By November 15**, each Department Nominating Committee shall notify the President's designee of its nominee(s).

**By December 15**, the President's designee shall notify the Department Nominating Committee which of the nominees are considered acceptable to management.

Should management strike any name from the list, the Department Nominating Committee may add other names which have been identified as acceptable to management. Nothing shall preclude the President's designee and the Department Nominating Committee from meeting to reach agreement as to acceptable nominee(s).

### **Election**

**By February 15**, each Department Nominating Committee shall submit to the department the names of the acceptable nominee(s) and conduct the election in the presence of the respective school Dean. Voting shall be by secret ballot. The Department Nominating Committee shall develop procedures to prepare and forward absentee ballots to all members of the department who are eligible to vote but who are on sabbatical, leave without pay, or any other type of authorized leave.

A majority vote by the regular members of the department is required to elect the chairperson.

The Department Nominating Committee and the school Dean shall notify the President of the election results.

Should no nominee emerge with a majority, and additional balloting indicates that a majority will not be forthcoming, the Department Nominating Committee shall notify the President's designee that no nominee has secured an electoral majority. The Department Nominating Committee will then compile a new list of nominees for submission to the President's designee.

The new list may include nominees previously rejected by the President's designee and/or names of those who failed to secure a majority in the departmental election.

The President's designee will, as before, notify the department of those nominees found to be acceptable, after which the departmental election may proceed.

### Appointment of Interim Chairperson

Should there be no agreement between the Department Nominating Committee and the President's designee as to a mutually acceptable candidate, or if a majority vote within the department cannot be attained prior to the CBA deadline for chairperson elections, the President shall appoint an interim chairperson pursuant to the applicable provisions of the CBA.