

Department Chairs Election Procedures

C. Selection Procedure

2. The faculty of each department will select a person to be recommended for the position of Department Chairperson, Counseling Department Chairperson and Head Librarian. Final selection will be made by the President of the College after review by the appropriate division administrator and Dean. If the President does not select the person, the department faculty may select another faculty member who shall be appointed. In the event no candidates are recommended, the President may make the appointment. The Department Chairperson, Counseling Department Chairperson and Head Librarian will serve for one (1) year, except where there is mutual agreement between the President and the faculty members of the affected department. The incumbent Department Chairperson shall initiate an election process between April 1 and May 1 for the purpose of selecting a Department Chairperson for the following year. Election shall be by secret ballot and all faculty members are eligible to vote on an equal basis. Results shall be published and records (including ballots) kept for one year.

(PFT Contract. Article 14, Section C No. 2)

1) Eligibility

- a) Any contact faculty member, even if she/he is on leave, or any part-time faculty member who has had an assignment in the department during the current academic year is eligible to run and serve as department chair.
- b) Any contract faculty member and any part-time faculty member who currently has an assignment in the department (or cluster) is eligible to nominate candidates and vote for chair.
- c) Disputes over eligibility will be heard by a committee made up of the current chair, the dean, and the PFT rep(s).
- d) Candidates must be able as chairs to attend to department business in person on campus.

2) Nominations

- a) The current chair distributes a nomination form (see attached) to all eligible faculty by April 1, or the closest business day following April 1; the form shall also be sent to the dean and the PFT rep(s) to verify nominations have begun.
- b) If the department chair fails to send out nomination forms by April 1, the dean shall work to ensure that the process is completed.
- c) Nominations will take place over ten business days, including at least one weekend for weekend instructors.
- d) Co-chairs have to be paired on the nomination, and both have to accept and sign. The expectation is that co-chairs shall serve jointly over the entire academic year.
- e) Self-nominations are acceptable.

- f) Nominations are returned to a collection box in a central location; designated incumbent chair along with PFT rep(s) will distribute forms back to appropriate chair (or PFT designee).
- g) The nominations are closed on the designated date; no additional nominations are allowed.
- h) If a department chair finds that a nominee is ineligible, he/she will notify the PFT reps and the PFT president.
- i) Distance Ed faculty must mail in their nominations to the dept. chair; nomination forms must be received by the close of the nomination period.

3) Election:

- a) A copy of the blank ballot must be sent to the PFT reps at the time the ballots are distributed to the department.
- b) Ballots must have space for a write-in.
- c) Election takes place over ten business days, including at least one weekend for weekend instructors.
- d) Ballots have to be placed in one envelope, with no name or signature on it, and then sealed. This envelope must then be placed in a larger envelope which has the employee's name (legible) and their signature on it. This envelope must be sealed.
- e) Completed ballots should be returned to a secure ballot box in the VPI's office
- j) The elections are closed and no additional ballots are allowed.
- f) If no one in the department has voted, then the college president can make an appointment.
- g) In the event of a tie for first place, the election must be rerun, with the tied candidates on the ballot and a space for a write-in. If there is another tie in the re-run election, the college President shall select the winner among the candidates who tied.
- h) The election results, including vote counts, are posted/e-mailed to faculty by the incumbent chair.
- i) If there is any question as to the validity of a vote, the PFT president makes final determination.
- j) As per Article 14, the final selection will be made by the college president after review by the appropriate administrator and dean. If the president does not select the person elected, the department shall hold another election to select a different faculty member who shall be automatically appointed. If a co-chair team is elected but not chosen by the college president, the faculty who ran as co-chairs can run as individuals in the second election, but the same team cannot run again. If a chair or a co-chair cannot complete his or her term, a new election shall be held in accordance with the provisions above (co-chairs are elected as teams; therefore, if one of the co-chairs steps down, a new election must be called).
- k) In the event that there are no nominees and no write-ins on the election ballot, the college president may make an appointment.
- l) Distance Ed faculty must mail in their ballots to the VPI care of the college; nomination forms must be received by the close of the election period.

4) Ballot counting

- a) Ballots are counted by PFT (at least one rep) and dean/administrator. Other interested parties may attend.
- b) A summary of votes is created. The final summary is signed by the vote-counters.
- c) The summary and all raw votes are kept for one year in the VPI's office.

NB: Alternative approaches to nomination and election procedures (including, but not limited to, electronic methods) may be instituted in the future by approval of the PFT Executive Council