

CBA Tip: *Department Chair Elections*

Early in the Spring semester each year and (no later than Feb 1, departments whose chairs are completing their two-year term will be receiving a notice from the Office of Instruction that elections for the next chair need to be held. Nominations for the next chair occur between Feb 1-Feb 15 with nominations being submitted to the departmental administrative assistant. If two or more nominees accept, the administrative assistant will coordinate the vote which needs to be completed no later than March 5.

If only one member of the department accepts the nomination, they are named the chair. If two or more faculty are nominated, members of the department will cast a secret ballot either at a meeting with all members voting and present or through ballots collected by the administrative assistant. Faculty will have *a minimum of five (5) calendar days to vote*. IF conducted outside of an in-person meeting. A record of the outcome will be recorded (department minutes or other record of action) and sent immediately to the Office of Instruction in order that it is officially recorded.

All the Chair duties/responsibilities are listed in the CBA, Article **E.1.0 *Department Chair Elections and Duties***. The Reassigned Time table is found in Section **E.2.1 *Department Chair Reassigned Time*** and details the RT for fall, spring, summer, and winter intersession (as applicable).

Here are some FAQs the FA has answered in the past about Department Chair Elections:

Our department does a rotation based on hiring order with each chair doing just one two-year term. Do we need to conduct an election?

Yes. While we understand that certain departments may have some internal agreements, the CBA rules must be enforced, so the department still needs to have the nomination period. If only one faculty member accepts, they are declared the chair and the notification will be sent to the Office of Instruction.

What if no one in the department wants to be chair?

In the event the department is unable to elect a chair, the Vice President, Instructional Services, may make a temporary appointment for one year, or the balance of the current year, as appropriate.

What if we want our current chair to continue for another term?

That of course is possible as there are no term limits. However, the nomination process must still occur and assuming no one else accepts the nomination, that faculty member is elected and can continue.

We have a large department and receive an allocation of 1.0 FTE in reassigned time. Can the chair take all of it to make their full load?

No. The contract indicates that no chair may receive more than .80 RT for their role, and the excess can be shared/allocated to other members of the department to take on specific chair duties.

No one faculty in our department wants to be chair alone. We get .80 RT. Can two members co-chair and each get .40?

While faculty can share any allocation, there must be ONE person who receives more RT, and they are considered the Chair. There is no such thing as "co-chairs" but instead one chair and other "assistant" type chairs with specific role(s).