

## **FACULTY CHAIR SELECTION PROCESS**

1. Faculty chairs serve for a period of three years.
2. Each year, approximately 1/3 of the campus Faculty Chair positions will be declared open to contract faculty members, with the initial rotation schedule determined by lottery within each division. The vacancy notices will be distributed through a general campus announcement, with the filing period lasting no less than three weeks.
3. Interested individuals will review the Faculty Chair job description and will file a letter of intent with the appropriate Division Dean, indicating their willingness to follow the job description, outlining why they feel they are qualified, and detailing what skills and experiences they would bring to the position that would allow them to serve effectively.
4. The letter(s) will be reviewed by a committee made up of all remaining contract members of the department; a minimum of three remaining faculty members must serve on the committee. If there are not at least three contract faculty from within the department available to serve, other faculty members from the division faculty will be appointed by the Academic Senate to supplement the committee membership. All qualified candidates will be invited to discuss their qualifications and background with the committee.
5. The committee will forward to the Division Dean the name of the faculty member it feels would best represent the department in the functions of the position. The Division Dean will insure that the name submitted is placed on the agenda for Board approval. In the event of a situation in which the committee is unable to make a recommendation, e.g., a tie vote, three additional faculty members of the division will be appointed to the selection committee by the Academic Senate and will participate with the department members in listening to the applicants, reading the letters, and voting.
6. If no one applies for a vacant Faculty Chair position, the Division Dean may temporarily assume the role as part of his/her administrative responsibilities, or may request another Faculty Chair in the Division to serve on an interim basis (with his/her stipend and reassigned time adjusted in accordance with the additional assignment). Under these circumstances, the Faculty Chair position will be announced as open for applications each semester until the position is filled.