

**Spring 2018**  
**CHC FACULTY CHAIR SELECTION PROCESS**

1. Faculty chairs serve for a two year term.
2. Each year, approximately 1/2 of the campus Faculty Chair positions will be declared open to contract faculty members. Nomination forms will be distributed through a general campus announcement, with the filing period lasting no less than two weeks.
  - a. Even Years: Physical & Biological Sciences, Business, Economics & Information Technology, English & Reading, Fine Arts, Public Safety & Services, Kinesiology & Health Education
  - b. Odd Years: Allied Health Services, Communications & Language, Counseling, Human Development, Mathematics, Non-Instructional Faculty, Social Sciences
3. Any full-time faculty member may self-nominate or nominate someone else to serve as chair. The individual nominated must be given the opportunity to accept or reject the nomination, does not have to be a member of the Department, must be a fulltime faculty, but is not required to hold tenure.
4. Nomination Forms must be submitted to the Office of Instruction by published deadline. The forms may be dropped off or may be emailed to [knewton@craftonhills.edu](mailto:knewton@craftonhills.edu).
5. A slate of candidates will be drawn up and ballots will be developed for each Open Faculty Chair position. Each full-time contract faculty member will be given one vote for the department Chair candidate for his/her department.
6. The ballots will be counted by a committee consisting of the Academic Senate President, the Academic Senate Immediate Past President, CHC Vice-President of Instruction and the CHC President.
7. In the event of a situation in which the vote counting committee is unable to make a recommendation, (e.g. personnel issues) the position will be declared vacant. **A minority report will be made available upon request.**
8. In the event of a tie vote, three additional faculty members from the division will be selected at random to participate in a re-vote.
9. For any and all vacant Faculty Chair positions, 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.

