

submitted, will be attached to the evaluation form and placed in his/her personnel file.

9.2.3.1.2 Faculty Evaluation of Program Chair – An informal evaluation of each Program Chair by the faculty of his/her program shall occur during February/March each year of the term of office using a form developed by AFT and the administration. The administrator and Program Chair shall examine and discuss all submitted evaluation forms. The administrator shall summarize the informal review in the Administrator Evaluation Form where appropriate.

9.2.3.2 Management-Initiated Evaluation of Program Chair – An evaluation of a Program Chair by the supervising administrator may occur at any time if the administrator believes there has been a substantive violation of the duties and responsibilities of the Program Chair. If the supervising administrator determines that the Program Chair is not satisfactorily performing his/her duties and responsibilities, the administrator shall immediately prepare a detailed letter of adverse findings marked confidential and submit it to the Vice President of Instruction and Student Services, requesting that an immediate administrative-initiated evaluation occur. If the Vice President of Instruction and Student Services determines that an evaluation should occur, he/she will direct the appropriate administrator to conduct an evaluation following the procedure set forth above.

### 9.3 Election Procedures for Chairs

9.3.1 Each department (program in Continuing Education) shall have a chairperson. The term of office of the department/program chair and any Assistant Department or Program Chair, will commence July 1 and will run through June 30 two (2) years hence. Assistant Department/Program Chairs shall also be elected following these provisions.

9.3.2 Department/program chair elections will be held during the month of February in odd numbered years.

9.3.3 Announcement of the specific date of election shall be made no earlier than one (1) month, nor any later than two (2) weeks prior to the date of election. Announcement of election must be communicated to each voting member of the department/program.

9.3.4 The election shall be coordinated by a voting member of the department/program other than the current Chair or the candidate(s). This person shall be identified as the Election Chair concomitant with the election announcement.

- 9.3.5 Candidates who wish to run for Chair must submit a statement declaring their candidacy to the Election Chair no later than one (1) week prior to the date of the election.
- 9.3.6 Voting shall be by written, secret ballot (written proxy ballots are acceptable). All ballots shall list the names of announced candidates in lottery order, and shall provide a space for a "write-in" candidate's name.
- 9.3.7 Ballots shall be cast, counted, and announced at the department/program election meeting. In the case of more than two candidates running for Chair, if one candidate does not receive greater than fifty percent (50%) of the vote, the top two candidates receiving the most votes will contest in a run-off election during the same department election meeting.
- 9.3.8 All tenured and tenure-track faculty are eligible to vote according to the principle of one (1) person - one (1) vote, regardless of the percentage of assignment. For departments/programs with three (3) or more full-time faculty, the current department/program chair will only vote in the case of a tie. In Continuing Education only, adjunct faculty who have worked a minimum 12% (twelve percent) assignment for the academic year preceding the election shall also be eligible to vote. For college faculty only, adjunct faculty who have qualified for Priority of Assignment and hold at least a .50 FTEF assignment in that department shall also be eligible to vote.

In the case of a tie vote when there is no current chair due to resignation, recall, retirement, etc.; the election chair shall break the tie by lot.

- 9.3.9 Each tenured and tenure-track faculty member shall be eligible to vote in only one (1) department/program, that in which he/she holds the largest percentage of assignment (overload assignments are not to be counted in this formula). In Continuing Education only, adjunct faculty who have worked a minimum 12% (twelve percent) assignment for the academic year preceding the election shall also be eligible to vote, but only in the department where he/she holds the largest percentage of assignment.
- 9.3.10 For departments/programs with three (3) or more tenured faculty, Chairs may be elected only from the full-time tenured ranks of the faculty. For departments/programs with fewer than three (3) tenured faculty, Chairs may be elected from the tenure-track ranks as well. The tenured ranks shall be defined as those faculty holding tenure as of the beginning of the Chair term for which they are to serve. Departments/programs with only two (2) eligible tenured or tenure-track faculty shall rotate the position of department/program chair every two (2) years unless otherwise specified by written mutual agreement between the two (2) faculty members.

Assistant Department/Program Chairs may be elected from among either tenured or tenure-track faculty.

For Continuing Education faculty only, in the case of a program where there are no tenured or tenure-track faculty members who are willing to serve, adjunct faculty members who have Priority of Assignment will be eligible to run for Program Chair or Assistant Program Chair.

- 9.3.11 A faculty member may run for Chair only in the department/program where he/she holds the largest percentage of his/her tenured/tenure-track assignment (overload assignments are not to be counted in this formula).
- 9.3.12 If any Chair shall step down prior to completion of his/her term, an election for interim Chair shall be held within one (1) month of the announcement of vacancy, following all of the procedures specified in 9.3.3 through 9.3.11 above. The Interim Chair shall serve the remainder of the term of office of the Chair he/she replaces.
- 9.3.13 The provisions of Section 9.3 of this Article shall not be grievable.

#### 9.4 Recall of Department/Program Chair

- 9.4.1 For the purposes of this entire Section 9.4, the department/program chair does not have voting rights nor is to be considered as a voting member of the department/program. Voting department/program faculty (as defined in 9.3 above), any time after a Chair has served one (1) full semester in office, may petition for recall of the department/program chair. (The one (1) full semester waiting period does not apply to Chairs who are serving a consecutive term.)
- 9.4.2 A petition for recall must state the reasons for the action, and must be signed by a simple majority of voting department/program members.
- 9.4.3 A petition meeting these specifications shall be presented to the appropriate AFT Guild tenured/tenure-track vice president and the appropriate college vice president, who will be jointly responsible for conducting a recall election within two (2) weeks of receipt of said petition.
- 9.4.4 The ballot shall simply state: "Should \_\_\_\_\_ continue to serve as department/program chair; YES \_\_\_\_\_ NO \_\_\_\_\_." Voting shall be by written, secret ballot (written proxy ballots are acceptable). Ballots shall be cast, counted, and announced at the department/program recall election meeting by the appropriate AFT Guild tenured/tenure-track vice president and the appropriate college vice president.