



MONTCLAIR STATE UNIVERSITY

MONTCLAIR, NEW JERSEY

AFFIRMATIVE ACTION GUIDELINES FOR ELECTION OF DEPARTMENT CHAIRPERSONS

These guidelines include the procedures developed by Montclair State University to comply with the Statewide bargaining agreement and the Local Selected Procedures Agreement covering full-time faculty. These guidelines should be used in conjunction with any special College/School department procedures for election of Department Chairperson, as long as there are no inconsistencies. When inconsistencies exist, the Statewide bargaining agreement and/or the Local Selected Procedures Agreement shall prevail in that order.

All material and forms referred in these guidelines are available from the Office of Equal Opportunity/Affirmative Action & Diversity (EO/AAD), College Hall, Room 316.

I. ELECTION, APPOINTMENT, TERM OF OFFICE, DATE OF ELECTION

- A. Department Chairpersons shall be elected by the members of the Academic Department who are eligible to vote. This includes all full-time faculty in the Academic Department. (It does not include Adjuncts and Graduate Assistants, or other part-time faculty.)
- B. The name of the elected chairperson will be transmitted to the Dean who, in turn, will advise the Vice President for Academic Affairs and the President. The appointment is made by the President who may reject an elected individual. If this should occur, another election will be held as soon as practicable.
- C. The Department Chairperson shall serve for a term of three (3) academic years starting on July 1st.
- D. The election of the Department Chairperson will take place no later than April 30th of the final year of the incumbent's term.

II. VACANCIES OTHER THAN REGULAR EXPIRATION OF TERM

- A. When a vacancy occurs for reasons other than expiration of an incumbent's term, the Dean, in consultation with the Academic Department and the Vice President for Academic Affairs, will determine when to hold the election to fill out the academic year.

- B. Before the close of the academic year, a regular election will be held to fill out the term until the incumbent returns or the three year term expires.
- C. The cycle of expiration of the Department Chairperson's term shall continue regardless of interruptions due to any cause. Therefore, a replacement to fill out the incumbent's term shall serve no longer than to the end of the term. Those whose terms are interrupted by a sabbatical or leave of absence for any other reason shall be able to return to the office of Department Chairperson if there is still time left in the cycle of their original term.
- D. The President shall have the right to appoint an acting department chairperson pending the completion of the procedures set forth above.

III. NOTIFICATION/COMPOSITION OF FACULTY SEARCH COMMITTEE

By December 1st of the academic year in which the incumbent's term expires, the Dean will notify the Department Personnel Advisory Committee (DPAC) and the incumbent:

1. That the Department Chairperson's term of office expires at the end of the current academic year, and
 2. The date by which the election must be held and whether a new faculty line exists (after clearance with the Vice President for Academic Affairs), or whether no new faculty line is available, therefore, limiting eligibility to full-time faculty presently employed at Montclair State University (If a full time faculty line exists, refer to section VII.)
 3. Eligibility for the office of Department Chairperson shall be limited to full-time faculty at Montclair State University.
 4. The DPAC will handle the election of the Faculty Search Committee (FSC) which, in turn, will handle the election.
- A. The Faculty Search Committee shall consist of five (5) members of the department elected by the membership of the department, unless the involved department consists of five (5) or fewer members, in which case the FSC shall consist of all the members of the involved department.

IV. POSITION ANNOUNCEMENT AND POSTING

- A. Position Announcement forms are only required for external searches.

For external searches use the University's Position Announcement form.

V. ELECTION AND APPOINTMENT PROCESS

- A. The election must be by a majority of the full-time faculty in the department eligible to vote.
- B. The Faculty Search Committee is responsible for:**
 - 1. Following these guidelines and, where appropriate, any special College/School department procedures as long as they are consistent with these procedures, the Statewide bargaining agreement, and/or the Local Selected Procedures Agreement.
 - 2. Sending notification to the faculty members of the academic department announcing the opportunity and that self and other nominations will be accepted by a reasonable deadline.
 - 3. Advising the faculty eligible to vote of the date, time, and place of the election.
 - 4. Distributing the ballot to all full-time faculty of the department who are eligible to vote.
 - 5. Conducting the election in the department by closed ballot vote.
 - 6. Forwarding the results of the election as a recommendation to the Dean of the College/School, using the form (*Affirmative Action Report*) for the Election of Department Chairperson and being sure to make the distribution at the bottom of the form.
- C. The Dean advises the President and the Vice President for Academic Affairs of the results of the election.
- D. The President makes the appointment as indicated herein.

VI. AFFIRMATIVE ACTION REPORT FOR ELECTION OF DEPARTMENT CHAIRPERSON

The Faculty Search Committee prepares the Affirmative Action Report For Election of Department Chairperson and files it with the Dean, being sure

to make the distribution at the bottom of the form.

VII. NEW FACULTY LINE AVAILABLE

A. Where the incumbent Department Chairperson's term of office is due to expire, or becomes vacant for any reason, and a faculty line is available for filling the position of Department Chairperson, the search to fill the line will reach outside the Montclair State faculty and must follow the approved Affirmative Action Guidelines For Recruitment of Full-Time and Part-Time Faculty.

B. The Position Announcement to fill the line must include the fact that the position is for a Department Chairperson and that the duties entail, among other things:

“Responsibility for implementation of Montclair State University’s Equal Opportunity/Affirmative Action Program.”

C. After the appointment is made filling the line, the approved process for the election of the Department Chairperson must follow these guidelines.

EO/AAO
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