

## **3270 DIVISION CHAIR SELECTION PROCESS**

Human Resources (revision approved 4/00)

By January 15 of the final year of a division chair's five-year term of appointment (see section 6, "Term of Office"), the Vice President for Human Resources (VPHR) will call a meeting of division members (see section 7, "The Voters") to review the process for selecting a division chair. If any questions arise in reviewing this process (or in implementing it), the VPHR will consult with the president of BCCAHE and the Executive Dean of Instructional Services to resolve the issues.

If 85 percent or more of those voting in the division by written ballot and the Executive Dean of Instructional Services or his/her designee (hereinafter referred to as EDIS) agree that the current division chair should continue in his/her position, then the EDIS will reappoint the current OUA to another term.

If the current OUA does not seek another term, if over 15 percent of the voters in the division do not agree to recommend reappointment of the current OUA, or if the EDIS does not agree to reappoint the current OUA to another term, then the following process will be followed:

VPHR will notify the campus community by February 1 of the impending vacancy and will invite applications (see section 8, "The Applicants") through February 16. A description of the position, including the scope of responsibilities, will be included with the announcement. All applicants must include a current résumé and a one-page position/vision statement with their completed applications. These supplementary materials will be made available to division members.

Division Interview Committee

By February 18, the full-time faculty of the division will elect three faculty members (no more than one faculty member from any one program) to the Division Interview Committee.

The EDIS will appoint an administrative from the Educational Services Cabinet to this committee.

The three faculty members elected by the division will choose a Pluralism Advocate.

The Division Interview Committee will screen the applicants for eligibility and forward to the EDIS, by March 1, the names of those to be advanced to the open interview.

The Division Interview Committee, in consultation with the EDIS and the division faculty, will develop a series of interview questions.

Open Interview Process. The chair of the Division Interview Committee will conduct an open interview process—a separate session for each applicant—so that each applicant advanced by the Division Interview Committee is presented to division members. Each applicant will be asked the same core questions although follow-up questions will be allowed. All members of the division are invited to these sessions.

Election Process. (see also section 9, "The Voting") An election of the applicants advanced to the interview process will be conducted by the VPHR following the open interviews. The deadline for receipt of written ballots will be March 15. The VPHR and the President of BCCAHE will count the votes and communicate the results to the EDIS. The EDIS will then interview the candidate(s) nominated by division voters.

Appointment Process

Step One: If one or more of the candidate(s) nominated by vote of the division is acceptable to the EDIS, then the EDIS will appoint a candidate as OUA.

Step Two: If none of the candidates nominated by vote of the division is agreeable to the EDIS, then the EDIS will meet with the Division Interview Committee to explain his/her reasons for not accepting the candidate(s). The VPHR will then notify the college that the search is reopened. Applications for the position will be accepted for 10 working days from the date of the announcement. The entire process is then repeated.

Step Three: If there are no applicants, or if none of the candidates nominated by the vote of the division is agreeable to the EDIS, then the EDIS will meet with the Division Interview Committee to explain his/her reasons for not accepting the candidate(s). The VPHR will then notify the college that the search is reopened, that the position will be advertised off campus, and that it

will be processed as an administrative position. The three division faculty from the Division Interview Committee will serve on the OUA screening and interviewing committee(s) which process applications and applicants, and which develop a pool of finalists. These faculty will then serve as the Division Interview Committee and arrange for each candidate a separate open interview with division members as provided by section 3 above. An election of these applicants will be conducted by the VPHR following the open interviews, as provided by section 4 above. The EDIS will then interview the candidates nominated by division voters and make the appointment. The term of this appointment shall be five years, renewable as provided by the procedures herein.

Step Four: If none of the candidates nominated by the vote of the division at the end of Step Three are acceptable to the EDIS, then he/she will meet with the Division Interview Committee to explain his/her reasons for not selecting the candidate(s). The EDIS, after consulting with the president of BCCAHE, will then appoint an interim OUA for a period of one year. The search process for an OUA will begin anew in January of the interim OUA's one-year term of appointment.

Term of Office. Only OUAs selected under this process will serve five-year terms; those hired before 1994—under the previous process—will serve out their four-year terms.

The Voters. Eligible voters are all tenure-track faculty in the division as well as any tenure-track faculty who, as program chairs and/or lab directors, report to that division's OUA.

The Applicants

Step One: Those eligible to apply are tenured faculty within the college, including those tenured faculty currently holding administrative positions.

Step Two: Those eligible to apply are tenured faculty within the college, including those tenured faculty currently holding administrative positions.

Step Three: All qualified applicants.

The Voting

If only one applicant is advanced to the open interview process, the voting will be "yea" or "nay."

If the "yeas" are 75 percent or more of the votes cast, then the applicant's name will be forwarded to the EDIS as a candidate for appointment to the position of division chair.

If exactly two applicants are advanced to the open interview process, there will be a single ballot for each applicant. Eligible voters will vote "yea" or "nay" on each of the ballots (they will respond to a question such as "is [name] an acceptable candidate for the position of division chair?"). These applicants (one or both) that receive a majority of support will have their names forwarded to the EDIS as candidates for appointment to the position of division chair.

If three or more applicants are advanced to the open interview process, the election process outlined in the preceding paragraph b will be followed.