

## **HISTORY DEPARTMENT POLICY ON THE POSITION OF THE DEPARTMENT CHAIR**

The process by which department chairs at SFA are selected is governed by University Policy E-10A (Departmental Administration). Under that policy, although the History Department can formally propose someone as department chair, the final decision on appointment rests with the university administration and requires the approval of the Board of Regents.

Policy E-10A also indicates that the chair is appointed for an unspecified term of office. However, in the spring of 2006, the History Department, with the approval of the dean of the College of Liberal Arts, decided that it would be departmental practice for the chair to limit himself or herself to a three-year initial term, followed by a possible second consecutive three-year term if a majority of the department consented to such a term.

The History Department will follow the procedure delineated below to determine how the position of chair will be dealt with as an incumbent chair's initial three-year term nears its end.

1. By 15 October in the last year of the initial term, the incumbent chair will in writing inform the department's Executive Committee whether he or she wants to serve a second term. If the department chair decides not to seek another term, the Executive Committee chair will ask the dean to implement Policy E-10A to select a new chair. The Executive Committee chair will also inform the department of the incumbent chair's decision and the upcoming search.
2. If the incumbent chair wants to serve another term, the Executive Committee chair will by 15 November distribute secret ballots to the department faculty asking them if they consent to the second term.
3. All tenured and tenure track faculty are eligible to vote.
4. The Executive Committee will delegate at least two members to tabulate the ballots.
5. The Executive Committee chair will inform the department faculty and the dean of the results of the balloting by 30 November.
6. If the majority of the department votes against a second term, the department chair will inform the Executive Committee of his or her resignation, effective at the end of the academic year, and the Executive Committee chair will ask the dean to implement Policy E-10A to select a new chair.
7. If the majority of the department votes for a second term, the incumbent chair will serve up to three more years. During the fall semester of the last year of the

second term (or earlier if the chair so chooses), the chair will inform the Executive Committee of his or her resignation, effective at the end of the academic year, and the Executive Committee chair will ask the dean to implement Policy E-10A to select a new chair.

8. If any unforeseen difficulties or problems arise in the process, the Executive Committee will meet and make recommendations to the department.

Approved by department September 12, 2008