

Policy Academic Chair Appointments

The Chair Appointments for an Academic Department will be for faculty members that are tenure-track or, preferably, a tenured member of the department's faculty. Although the Chair appointment is an at-will position according to NNMC's policy, the faculty position and rank held by the Chair are not. The duties of a Chair are described in the Faculty Handbook Section II.F.4. Chairs have faculty contracts but are not part of the bargaining unit. According to the Chair's job description, the expected skills are the following: a) Assertiveness; b) Coaching and Development; c) Communication; d) Conceptual Thinking; e) Conflict Resolution; f) Presentation Skills; g) Problem Solving; h) Training; i) Applied Learning; and j) Independence.

Chairs will usually be appointed from the group of full-time faculty members within the department. However, they may be appointed from another department or a new hire when the Dean and Provost determine such appointment is in the best interests of the department, when a new Department is created, or when no current faculty members are interested in the appointment.

Department Chair appointments will last for five years. Chairs may be appointed by a simple majority vote (refer to the voting process) of the faculty and staff members of the Department and the approval of the Dean of the School and the Provost.

In the case where the Dean or the Provost does not approve a faculty member selected through voting, all members of the Academic Department will be informed in writing of the rationale of the decision no later than fifteen business days after the vote, and a new vote will take place.

In the case where no faculty members in the department have been nominated (including self-nominated) to serve as a Chair or Interim Chair, the Dean may consult with specific faculty members in the department and appoint a Chair with the approval of the Provost. When the Provost determines funding is available, the Dean may start an open search for the Chair position.

With the approval of the Provost, Chairs completing their five-year appointment can be re-appointed by the Dean for a three-year extension to the five-year cycle but will not serve for more than eight consecutive years. Since Chair appointments are at-will positions, their yearly continuation during the full five-year (or second three-year) cycle is subject to performance.

Interim Chairs may be non-tenure-track but may serve for a maximum of two academic years or four consecutive semesters (when the initial semester does not coincide with the beginning of the Academic Year). Interim Chairs may become regular Chairs, and the years served as an Interim will not be part of the five-year cycle. Interim Chairs may also be currently appointed Chairs from a different Academic Department.

Chair appointments typically start on July 1st, the first day of the Fiscal Year.

If the position of the Dean is vacant for the department's School, the Provost will take the role of the Dean in the processes discussed above.

Approved by the Board of Regents on 11/17/2022

Voting Process

1. Tenured or tenure-track full-time faculty members of the department will be nominated or can be nominated by November 30th to serve as a Chair for the following fiscal year. All faculty members of the department, full-time and adjuncts, and staff may participate in the nomination process. The nomination will be done through an electronic form set up by the Office of the Provost.
2. Between December 1st and January 23th, the Academic Department will hold a meeting, and all nominees will have an opportunity to provide their vision for the department.
3. The Provost will communicate to the Dean and the Chairs the list of eligible voters and receive feedback in case of inaccuracy. Human Resources will review this list, too. If there are cases of demonstrated ineligibility, the Dean will inform the Chair of the rationale, who will communicate to the individual affected. All full-time faculty members will be eligible to vote. Part-time faculty with at least 0.5 FTE are eligible to vote, but their vote will be equivalent to *half a vote*. Currently hired adjunct faculty that have taught more than four semesters, a minimum of 12 cumulative credits (even if they are not consecutive) will be eligible to vote, but their vote will be equivalent to *half a vote*. Full-time staff members of the department will be eligible to vote. Research professors are not eligible to vote. Students are not eligible to vote.
4. Voters who are not interested in participating will write this decision to the Chair no later than January 29th. The final list of eligible voters will be complete no later than January 31st.
5. The process for voting will begin at 8:00 am on the Monday of the second week of February, and the polls will be open until 5 pm on the following Wednesday. It will be done on an electronic system developed by the Office of the Provost. To avoid confusion among the votes, the specific dates and times when the polls are open will be announced, by email, by the Dean no later than January 31st to all the eligible voters.
6. The vote counting will be done by the Dean and can be verified at all times by any of the voters to verify that anyone votes more than once.
7. In case of a tie in the voting process, the Dean will break the tie to select a Chair with the approval of the Provost.
8. If the Dean or the Provost does not approve the selected Chair, a second voting process will follow and shall happen no later than March 15th following the first vote, and the specific dates and times will be determined by the Office of the Provost. The candidate that the Dean or Provost did not approve will not compete.