

MEMORANDUM

TO: Ray Hall, Chair, Academic Senate

FROM: David Low, Chair, University Personnel Committee

DATE: April 21, 2022

RE: APM 125 – Policy on Department Chairs

At its meeting on April 21, 2022, the University Personnel Committee voted to approve the committee's revisions to APM 125 and submit them to the Academic Senate. The Committee has been working on this revision off and on since Spring 2021, in consideration of cases coming through Faculty Affairs. During that time the Personnel Committee has consulted with the Council of Chairs and the Nominating/Elections Committee.

The policy has been revised in the following three areas. See the redlined version for full changes.

1. Section C: Nomination by the Department
 - a. The chair nomination and voting process is to be initiated by school deans (or dean's designees) but conducted by OIE, who will report results to the President. This is to insure consistency and fidelity.
 - b. Specific criteria and procedures have been added to Section C to adjudicate situations in which: 1) no candidate receives 50% of eligible votes (spurring a run-off election), and 2) an unopposed candidate does not receive 50% of eligible votes.
 - c. The President shall be required to review PAFs of nominees before making an appointment. There may be pertinent information contained therein that is not available to those eligible to cast votes.
2. Section E: Evaluation
 - a. The chair evaluation process is to be initiated by school deans (or dean's designees) but conducted by OIE.
 - b. A holistic (informal) review has been added during the 2nd semester of the 2nd year of a chair's term. This review is to be formative and provide an opportunity for reflection. Interim chairs who serve one year are exempt.
 - c. A formal evaluation of chairs shall occur and be completed in the 1st semester of the final year of the chair's term.

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- d. Previously, notice of chair evaluations was to be posted physically in the department and school. This is to be moved online to attract a greater number of respondents. OIE will distribute review forms to all concerned faculty, staff, students, and other concerned parties.
3. Appendix A: Sample Ballot and Procedures for Department Chair Nominating Election
 - a. An appendix has been added to the APM with a sample ballot and procedures. These have been approved by the Nominating/Elections Committee on 4/19/22.

Enclosed are tracked changes to APM 125 for the Academic Senate's review.

Respectfully submitted,

D. Low

CC: Xuanning Fu, Interim Provost

Jim Schmidtke, Interim Associate Vice President for Faculty Affairs

Yoshiko Takahashi, Interim Director of the Office of Institutional Effectiveness

Christopher Hernandez, Sr. Survey Research Analyst, Office of Institutional Effectiveness