



CHAIR/DIRECTOR APPOINTMENT FORM

College: _____

Department: _____

ELECTION RESULTS

Attach copies of CVs and candidate statements for all candidates

Voting Results:

<u>Names</u>	<u># of Votes</u>	<u>% of Total ballots</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total number of ballots cast: _____

Comments:

Signature of Election Administrator

Date

Forward to Dean



DEAN'S RECOMMENDATION

Name of Recommended Candidate: _____

Election not applicable (Acting Chair appointment)

Comments:

Title (check one): ___ Department Chair ___ School Director ___ Division Chair

Term Recommended (note: acting appointments can be for 1 semester or 1 year only):

1 semester – Fall/Spring (circle one), 20__

1 year beginning:
20__-20__ AY (AY chair)

< or >

Date (12-month chair): _____

2 years beginning:
20__-20__ AY (AY chair)

< or >

Date (12-month chair): _____

3 years beginning:
20__-20__ AY (AY chair)

< or >

Date (12-month chair): _____

Other (mid-year start day)
20__-20__ AY(AY chair): _____

Ideal transition date for 12-month appointment changes is the start of the academic year.

AY chairs work semesters only (work during intersession / summer would be additional pay)

12-month chairs work year-round.

Administrative Assignment (percent of full-time assignment reserved for chair duties):

25%

50%

75%

100%

Other: _____

100% chairs do not have any assignments other than chair duties.

75% chairs teach one class per semester.

50% chairs teach two classes per



Academic Employment Services
Human Resources, Diversity and Inclusion
P.O. Box 6806
Fullerton, CA 92834-6806
657-278-2425

The following duties and responsibilities are included in appointment letters:

- ◆ Promote the vision, culture and environment of a model department and university.
- ◆ Support the strategic plan as well as the missions and goals of the university.
- ◆ Identify and promote best practices as they relate to the disciplines of the department.
- ◆ Ensure that the department is aware of, and operates within the framework of, the university, college and department mission and goals.
- ◆ Adhere to collective bargaining and CSUF policies.
- ◆ Provide leadership to the department in the recruitment and retention of high quality and diverse faculty and staff.
- ◆ Coordinate the hiring of tenure-track and part-time faculty, staff, and student assistants for the department.
- ◆ Coordinate departmental assessment and advising activities with the University.
- ◆ Facilitate student internships and placement.
- ◆ Develop a harmonious, collegial, and collaborative environment in the department.
- ◆ Facilitate collaboration and cooperation between the department, other departments or units within the college, and the Dean's office.
- ◆ Escalate issues such as discrimination, harassment, retaliation, compensation, ADA accommodation requests, medical leaves, and parental leaves to the Division of Human Resources, Diversity and Inclusion.
- ◆ Serve as a representative of the department to the college, campus and external community.
- ◆ Act as accreditation coordinator of the department.
- ◆ Create, supervise and coordinate the departmental course schedules with the college and university.
- ◆ Provide oversight of department staff, including supervision, work assignments, and assistance with personnel matters.
- ◆ Coordinate all budgetary matters of the department.
- ◆ Coordinate all curriculum development, revisions, and enhancements in cooperation with other departments or units within the college, the Dean's office, and the University.
- ◆ Ensure that the department is aware of all relevant department, college, and University policies.
- ◆ Facilitate the internal and external grant activities of the faculty.
- ◆ Promote the scholarly and creative activities and external grant-writing of the faculty.
- ◆ Coordinate student recruitment and retention activities within the department and between the department, college, and university.
- ◆ Participate in image-building and fund-raising activities of the college.
- ◆ Participate in, and coordinate, the RTP process within the department.
- ◆ Participate in meetings, retreats, and professional development activities planned by the college and/or the University for the Department Chairs.
- ◆ Respond to telephone and email prompts and be available for on campus meetings.
- ◆ Other duties and responsibilities as assigned by the Dean.

Additional duties to be included (if applicable):

Signature - Dean

Date

Forward to VP/Provost's Office (CP-1060)



VP/PROVOST'S RECOMMENDATION

Comments:

- Recommend
- Do not recommend

Signature – VP/Provost

Date

Forward to HRDI (CP-700)

Revised 02/17/2017