

**Standard Procedures**  
**Department Chair Elections**  
**Information Sheet**

According to the COCFA contract, the Senate is responsible for administering the election of Department Chairs.

Before we begin the process for the next term, we might want to briefly review our standing procedures for the chair elections.

1. According to the contract, to be eligible to run for department chair, a faculty member must teach a majority of their regular load in the respective department. To vote in a departmental election, a faculty member must have a majority of their regular teaching load in that department.
2. Calls for nominations will go out to every full-time faculty member in the department. Faculty members will have a week to return nominations.
  - a) Faculty members can nominate themselves, or another member of the department.
  - b) Faculty members can only nominate individuals in their own department.
3. The willingness of nominated faculty members to serve as Department Chairs is confirmed.
4. If only one candidate is available for department chair, then that candidate is deemed to have been elected "by acclamation", unless there is a formal request for a ballot.
  - a) If there is a formal request for a ballot, a "yes/no" ballot will be issued to the department.
  - b) The balloting will be open for one week.
  - c) If the individual does not receive a majority of ballots cast, then nominations will be reopened.
5. If there are two or more candidates for department chair, then an election will be held.
  - a) Balloting will be open for one week.
  - b) A successful candidate must receive a majority of the vote cast (50%+1).
  - c) If no candidate receives a majority, a run-off ballot will be provided with the names of the top two candidates.
6. If there is a perfect tie, then the Senate will administer the principle of rotation.
7. If a department does not have a faculty nominated for chair, then the position of department chair for that faculty will be open to the entire full-time faculty.
8. All elections must be confirmed by the full senate. Any challenges to the election process shall be made at that time.