



The College of Health Sciences adheres to [SUU Policy 6.2](#) for the selection of leadership positions and to establish policies for the selection of college committee membership and college representation on University committees.

Selection of the Department Chair

Per [SUU Policy 6.2](#), the COHS Dean recommends that “department chairs are chosen with input from the faculty and the approval of the Provost, President, and Board of Trustees. It is preferred that the department chair be selected from the list of tenured faculty in the department. Where tenured faculty are unavailable, are unwilling to serve, or do not garner the support of the faculty and administration, other faculty in the College/School or university could be considered on an interim basis” (Sect. III, G, 1, a).

In accordance to the SUU Department of Nursing's (DON) accrediting body (Commission on Collegiate Nursing Education - CCNE), the DON must comply with the CCNE requirements found in *Standards For Accreditation of Baccalaureate and Graduate Nursing Programs* Standard II section II-D (The chief administrator of the nursing unit:) to stay in compliance with and maintain accreditation. The Department Chair of Nursing at SUU must be a registered nurse (RN), hold a graduate degree in nursing, and hold a doctoral degree if the nursing unit offers a graduate program in nursing.

Preferred Department Chair Rotation

The Dean of the College of Health Sciences recommends a Department Chair to serve an initial three-year term, beginning on the first day of a new academic year (July 1). This is separate from any ‘interim’ period of service that may have preceded the start of an official three-year term. If the Department Chair chooses to pursue a second three-year term, and receives a majority of votes within the department, s/he may serve a second, three-year term. Any one faculty member may only serve as Chair for six consecutive years (except in the case where other eligible faculty are not available or willing to be considered at that time). Following a break of at least one three-year term, a former chair may be considered for the position again.

Department Chair Removal or Resignation

If full-time Department faculty members deem the Chair is not executing her or his duties sufficiently, they may elect, by a two-thirds majority, to remove the Chair by formal letter of

resignation request, after consultation with the Dean. In the event of an unexpected mid-term resignation, an 'interim' chair will be appointed by the Dean from a pool of applicants to complete the academic year.

Department Chair Election Procedure

Before the end of January of the third year of a Chair's three-year term, each Department should designate a faculty member (ex - the faculty member serving on the college P & T committee) to set up a meeting with the faculty to conduct a conversation regarding the performance of the current chair and whether the department is in favor of retaining the chair for a second three-year term (*if desired by the incumbent chair). The designee will act as an impartial facilitator during the meeting. At the end of the meeting with the department faculty, the facilitator will contact the current chair to confirm if s/he is interested in a second three-year term, to inform the department chair of any faculty concerns about her/him serving a second three-year term, and/or to inform the chair of any other faculty member interested in serving as department chair.

If the department chair is interested in an additional term, and if there is no one else in the department interested in serving as chair, the facilitator will inform the COHS Dean. The COHS Dean will set up an anonymous vote that will be open to faculty in the department for 72 hours. If the majority of votes affirm the current chair, the COHS Dean will inform the incumbent Chair of the positive results. If the majority of votes do not affirm the current chair, the COHS Dean will request that the facilitator re-convene the department faculty to address, discuss, and resolve any existing concerns before a re-vote is administered. Assuming a resolution of concerns and a re-vote is administered, a majority of votes in favor of the current chair will confirm a second term for the incumbent chair.

If there is a challenge to the current Chair or if the current chair is serving out the end of a second three-year term, the names of those interested in serving as chair will be emailed to the COHS Dean (nominations or self-nominations) by an established submission date. The COHS Dean will then request a 1-2 page vision statement for the department from each candidate, that will be shared by the Dean with department faculty. The statement should be submitted to the COHS Dean within two weeks of candidates being notified or by an established submission date. The COHS Dean also recommends that time be devoted in a faculty meeting for each candidate to have 20-30 minutes to respond to questions from the faculty. Voting will take place within a week after the candidates have responded to any questions or concerns and will originate from the Dean's Office. Voting will remain open for 72 hours. Voting members of the department are determined by each department but should include, at minimum, all full-time faculty.

Mentoring of New Department Chairs

When a new department chair is appointed at the conclusion of voting procedures, it is an expectation that the outgoing department chair assists with mentoring and orientation of the new chair during the last semester of her/his term. The Provost and COHS Dean will also provide supplementary mentoring during the transition from the outgoing department chair to the new

department chair during subsequent academic years of service to promote a successful transition of leadership.

*Note - All other unexpected and unpredictable situations involving Department Chairs will be managed by the COHS Dean with fairness and with full faculty input of the affected department.

***Policy Implementation Date = 01 July 2022**