



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

## OFFICE OF THE ACADEMIC SENATE

March 26, 2013

FROM: Daniel J. O'Connor  
Chair, Academic Senate

SUBJECT: PS 11-06, Section 6.0, Policies and Procedures for the Appointment and Review of Department Chairs

At its meeting of March 26, 2013, the Academic Senate Executive Committee, in consultation with Robert's Rules of Order, unanimously approved the following interpretation of Senate Policy Statement 11-06, Section 6.0.

### 6.0 DEPARTMENT RECOMMENDATION OF CANDIDATE(S)

- 6.1 Following nominations at the department faculty meeting (see section 5.3), the nominating committee chair shall prepare the ballot, distribute the ballot to faculty members eligible to vote, and set a deadline for the return of ballots ten (10) working days from the date of ballot distribution.
- 6.2 The eligible department faculty members as defined in section 2.0 shall vote by secret ballot on the nominee(s) to determine who shall be recommended to the dean. A ballot shall provide faculty the opportunity to vote "recommended" or "not recommended" or abstain for each name on the slate. A blank ballot shall not be counted as a vote cast.
- 6.3 If a faculty member is on authorized leave, the ballot for that individual shall be sent by first class mail to the home address or to a forwarding address on file in the department office or sent via email with the return of the hard copy in a sealed envelope.
- 6.4 The nominating committee shall count the ballots and report the results (including the number of "recommended" and "not recommended" and "abstain" votes cast for each candidate) in writing to the department and the dean.

### Regarding the Ballot:

As per Section 6.2 above, it is recommended that a Ballot include three columns as follows:

Candidate Name	Recommended	Not Recommended
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

The only votes that count towards constituting a majority are those marked “Recommended” or “Not Recommended.” Please note that there is not a column for “Abstain” on this recommended ballot. If a department wishes to include a column for “Abstain” on the ballot, it may, but it should be clear to all involved that checking “Abstain” is the equivalent of a non-vote, and any ballots that have such an option checked will not count towards the total of votes in computing the majority required for the candidate. This means that the number of votes required for a majority may be different for each candidate depending on how many abstentions/non-votes occur.

**Reporting Results:**

Example: The following department has a faculty that includes 15 voting members. Thirteen ballots are returned. The ballot includes four candidates seeking recommendation from the faculty. The results are as follows

Candidate Name	Recommended	Not Recommended
A	7	6
B	6	6
C	5	8
D	5	3

The nominating committee would report the following results to the department and the dean:

Candidate Name	Recommended	Not Recommended	Abstain
A	7	6	2
B	6	6	3
C	5	8	2
D	5	3	7

Candidates are considered “Recommended” when the number of ballots marked “Recommended” is greater than then number of ballots marked “Not Recommended.” In this example, candidates A and D are Recommended by the faculty.

**Explanation:**

For candidate A, 13 votes were cast. Candidate A is Recommended because the candidate received 7 out of 13 votes and thereby a majority of the votes cast.

For Candidate B, 12 votes were cast. Candidate B has fewer votes because one of the ballots did not check either to “Recommend” or “Not Recommend” (or checked “Abstain” if such an option is available) and is, therefore, considered a non-vote. A blank ballot, or one where “Abstain” is selected, is counted as a non-vote. Candidate B is Not Recommended because the candidate received 6 out of 12 votes, which is not a majority of the votes cast. A majority consists of 50% +1.

For candidate C, 13 votes were cast. Candidate C is Not Recommended because the candidate received 5 out of 13 votes, which is not a majority.

For Candidate D, 8 votes were cast. Candidate D has fewer votes because several of the ballots did not check either to “Recommend” or “Not Recommend” (or checked “Abstain” if such an option is available) and are, therefore, considered non-votes. A blank ballot, or one where “Abstain” is selected, is counted as a non-vote. Candidate D is Recommended because the candidate received 5 out of 8 votes cast, which is a majority.