

POLICIES & PROCEDURES
FOR SELECTING DEPARTMENT CHAIR
OCEANOGRAPHY DEPARTMENT

Last Revised: October 3, 2011

The Department Chair is elected every three (3) years by the Oceanography faculty. The election process proceeds by faculty submitting nominations before the previous appointment period ends, which is July 1 of the election year. The nominees are then voted upon by the Oceanography Regular Graduate Faculty, through a secret ballot. The Ocean regular graduate faculty is also part of the bargaining unit 07 (BU07) faculty. The nominee with the majority of votes is the selected Department Chair for the upcoming appointment. Once the Department Chair is selected and voted upon by the majority of the faculty, the selected name is presented to the SOEST Dean who will either approve or disapprove of the nominated Department Chair. If the Dean approves the nominated chair, he will hold a meeting with the elected chairperson and discuss any contracts and agreements regarding his/her appointment. The contract is then drafted into a letter from the Dean's office and filed in the Department Chair's personnel file.

*See attached for a sample copy of the previous ballot(s) used.

