



Division Chair Elections

Division Chair Details:

- Elections are conducted by Academic Senate Past-President during Fall semester annually
- New Division Chairs begin terms on August 1st of the academic year after which they were elected
- Process is detailed in the KCCD/CCA contract

(From 2023-26 KCCD/CCA Contract, Article V)

Faculty Area Chairs

A. Selection of Chair

1. Chair terms are two (2) years.
2. When the term of a Chair is due to expire the Academic Senate will conduct an election to select a nominee by the end of the Fall semester within the area to select the nominee(s) for the position as follows:
 - a. The Senate will send a list of responsibilities and compensation of Chairs to all full-time members of the area together with a request for nominations of tenured faculty within the area. The Association will consider exceptions to the tenure requirement on a case-by-case basis.
 - b. An election will be held and the names and tally of the top two vote-getters will be sent to the President.
 - c. The College President or designee shall interview the candidate(s) receiving the highest number of votes and make the final selection or reopen the process. All candidates being interviewed for a specific chair position shall be interviewed by the same administrator.
3. When the position of Chair becomes vacant between elections the Academic Senate will conduct an election to select the nominee(s) within the area, following the procedures as outlined in 2.a., 2.b., and 2.c. above to fulfill the term.

Odd-Even Year Elections (i.e. 2023-24):

- Career Education
- Health Careers
- Language Arts
- Kinesiology
- Student Services/Counseling

Even-Odd Year Elections (i.e. 2024-25):

- Fine & Applied Arts
- Math
- Natural Science
- Social Science

Local Process Recommendation:

- Announcement of divisions needing to conduct elections in regular Academic Senate meeting in mid-fall semester
- Email from AS Past President to current division chairs regarding election process and timeline
- Past-President solicits nominations for chair from full-time faculty in each division with deadline for nominations
- Following nomination deadline, Past President opens elections with email to all division faculty and deadline for voting
- Past-President closes elections, announces top vote-getters to division
- Past-President shares election results to College President for confirmation
- Confirmed division chair-elects names are shared with Chairs, VPs, Deans, and Human Resources Manager/Director
- All steps in the process should be complete prior to the end of the fall semester
- Alternate timelines are permitted in the event of unexpected changes in consultation with current division chairs, division full-time faculty, relevant college administration, and human resources, coordinated by the Past President
- Terms that end prior to the full two-year cycle are filled by a new chair who fulfills the remainder of the term; the term cycle is not to be changed if an elected chair does not complete a regular term of service
- All election results, and necessary changes to the standard cycle described above, should be communicated by the Past President (or designee) in the next scheduled regular Academic Senate meeting

Last updated: April 18th, 2024