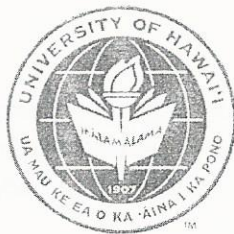


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UNIVERSITY of HAWAII®
KAUA'I
COMMUNITY COLLEGE

Division Chair Selection Procedure

Related Policies and Documents

A. UHPA

1. 2009-2015 Collective Bargaining Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i:

<http://www.uhpa.org/uropa-bor-contract/100129-2009-2015-agreement-for-website.pdf/view>

B. UHCC policies

UHCCP #9.237 Teaching Equivalencies:

[UHCCP 9.237-Teaching Equivalencies.pdf](#)

C. Kauai Community College Policies

Kauai Community College Division Chairs Policy:

[4-02 division chairs.docx](#)

A. Criteria for division chair eligibility

Only Faculty Members with the Rank of 4 or 5 shall be eligible to serve as the Department, Division, or Program Chair. If no one in these ranks is available or willing to serve as the Chair, then a Faculty Member from the unit holding a lower rank may be appointed as Acting Chair (UHPA, 2009-2015).

Only faculty members with the Rank 3 shall be eligible to serve as Acting Chair. If no one within the division is willing or eligible to serve as Chair, the Chancellor shall select a maximum of two Faculty Members with the Rank of 4 or 5 from other Departments, Divisions, or Programs who are willing to serve. The Chancellor shall provide the name(s) of these candidates to the Department, Division, or Program in question and the Faculty Members shall make a recommendation of Chair from the name(s) provided.

B. Term of Service

The Chancellor shall appoint Department, Division, or Program Chairs for periods up to three (3) years. The appointments are renewed annually by a vote by the Faculty Members of the Department, Division, or Program. Acting Chairs shall not be appointed for a term to exceed two (2) consecutive years (UHPA, 2009-2015).

University of Hawaii Community Colleges Policy 9.237 states that Division/Department Chair appointments shall be 11-month appointments where appropriate to the duties and responsibilities of the assignment. Appointments are effective August 1, unless otherwise approved by the Chancellor.

Ordinarily, a Department, Division, or Program Chair at Kaua'i Community College will be assigned 6 Teaching Equivalencies per semester for the performance of Chair duties, and will receive a monthly stipend of not less than \$300 and not more than \$500.

C. Responsibilities of the Division Chair

These are detailed in *Kaua'i Community College Policy 4-02* and in *University of Hawaii Community Colleges Policy 9.237*. The responsibilities outlined in these two documents are summarized below.

1. Liaise between the division and all other divisions, departments, and administrative groups and individuals at the College. The Chair serves his/her division and provides the means by which institutional concerns and problems can be gathered, focused, acted upon, and solved. All matters originating from and concerning the division, which are to go to administration for approval, should first go through the Chair for recommendation. Chairs disseminate to all their full- and part-time faculty members data, forms, memos, and other items received from administration. The Chair serves as a communication link, keeping division/department members informed of general campus activities and representing the division/department views to administration; assists in and/or identifies and resolves division/departmental

concerns; and assists in establishing and maintaining positive work relationships among faculty, staff and administrators within campus structure.

2. Liaise with instructors, academic counselors, and VCAA for Class Scheduling. The Chair coordinates the Multi-Year Plan of Offerings (MYPO) with the semester course offerings; assures that instructors of the division meet established deadlines; supervises the building of the division's semester course offerings into Banner; considers instructor's requests for special class schedules; coordinates efforts with academic counselors to assure that necessary courses are evenly distributed for both day and evening programs; and meets with the VCAA to determine the future status of classes with less than the established minimum enrollment. The Chair also coordinates the preparation of division/department instructional scheduling, considering faculty workload.
3. Conduct faculty evaluation activities consistent with appropriate sections of the University of Hawai'i Professional Assembly (UHPA) Contract. The Chair supervises the non-tenured faculty evaluation process; participates fully in evaluating non-tenured faculty; oversees the annual evaluation of all lecturers; documents evaluations and submits recommendations to the VCAA and Chancellor; works with the Division Personnel Committee (DPC) in accordance with contract renewal and tenure/promotion review guidelines; and sees that faculty and lecturers schedule student evaluations with eCAFE or other standard division evaluation instruments.
4. Address budgeting, requisitions, and accounting concerns for the Department, Division, or Program. The Chair coordinates the involvement of division faculty in the budget preparation process; provides maximum possible cooperation to the Business Office in maintaining the inventory of equipment by reporting additions, losses and other changes to the Vice Chancellor for Administrative Services; and reviews and signs all purchase requisitions and approves travel requests related to his/her division. In addition, the Chair assists in establishing campus budget priorities as well as participates in and assists in preparing budget requests; facilitates discussion of budget concerns and issues; prepares and presents division/department budget requests for equipment, student help and supplies; assists and monitors division/departmental expenditures; and maintains the division/department inventory of equipment.
5. Orient new faculty and lecturers to instructional programs and procedures. The Chair introduces new faculty and lecturers to other faculty and staff; familiarizes new faculty and lecturers with College facilities; advises instructors and lecturers regarding procedures that govern absences; and provides general college and division policies and procedures to ensure ease of assimilation and reduce the shock of new situations.
6. Liaise with Other Divisions. The Chair assists in coordinating the scheduling of classes with classes in other divisions to insure that students will be able to fulfill all program requirements; works with other Division Chairs in developing cross-divisional programs and projects; participates in campus policy formulation; and serves as the guide and orientator to any faculty member regarding instruction and instructional procedures. In addition, the Chair provides assistance to the administrator of the Office of Continuing Education and Training in the development of community service programs and courses as needed.

7. Direct program reviews, assessment, projections, plans, and course changes (deletions, additions, modifications). The Chair assists in developing and/or updating Kaua'i Community College academic planning documents; works with the faculty and VCAA in recommending new programs, program modifications, and program deletions; sees that courses are reviewed, updated, added, deleted, and modified according to campus and system procedures and articulation agreements; assists in developing proposals for new programs and curriculum changes; plans and suggests updates to the division/department curriculum, courses, and programs; coordinates actions to assure that the division's catalog course descriptions are current; maintains accreditation standards where applicable; provides advice and guidance to faculty in the matters of advisory committee meetings and the involvement of such committees in appropriate program-related matters. The Chair also assesses program outcomes data, and assists in the preparation of reports; leads division assessment of all courses/programs; and assures that program reviews are completed and submitted to the VCAA in a timely manner.
8. Organize textbook orders. The Chair ascertains that required textbook orders are submitted in a timely manner. In consultation with full-time faculty in the discipline and knowledgeable persons in the field, the Chairs select textbooks for lecturers and new faculty if time does not permit individuals to select their own textbooks.
9. Organize and conduct meetings. The Chair calls and chairs at least one division meeting each month during the academic year; notifies division members via email or memorandums of division meetings; ensures minutes are taken and distributed as may be deemed necessary; maintains a file for minutes of division meetings; and attends all committee meetings where a Chair by nature of the position is required to attend.
10. Participate in personnel actions. The Chair is directly involved in the College's personnel selection processes as specified in the Kaua'i Community College Policy Guideline No. 2-2. The Chair also provides recommendations for leaves of absence (e.g., sick, vacation, sabbatical, study, and leaves without pay); and supervises clerical support, APT positions, and student workers as required by the division or the department.
11. Support faculty and staff development. The Chair proposes and/or renders assistance in the implementation of seminars, non-credit workshops, and other professional activities as needed by members of his/her division or the College as a whole; requests appropriate workshops and symposiums for division personnel; aids in improvement of teaching and supervision of instruction; and encourages the development of each faculty member's special talents and interests within the context of the institution's needs and priorities.
12. Support student learning. The Chair facilitates resolution of student academic grievances; assists in and/or coordinates the division/department role in student advising and recruitment; and facilitates student evaluations of instruction.

In addition to these responsibilities, it is recommended that a Department, Division, or Program Chair shall carry at least 3 Teaching Equivalencies of student instruction each semester as part of his/her normal workload. At minimum, Chairs will instruct students for at least 3 Teaching Equivalencies each academic year.

D. Division notification of and response to request for recommendations

The departmental office assistant (DOA) will notify the division in writing of the eligibility criteria for Division Chair and provide a list of the current division members who meet the eligibility criteria. It is the responsibility of the nominators to elicit consent to serve from the nominees. Once nominees have been identified within the division and placed on the meeting agenda, the division will meet to discuss the nominees. During this meeting each nominee will be provided an opportunity to present to the division members. The DOA will ensure all Bargaining Unit 7 (BU7) eligible voting members are invited to this meeting.

Voting will take place by secret electronic ballot. All nominees will be placed on the ballot. All BU 7 members within the Division who wish to participate may cast a vote. Division members will also be given the option to abstain from voting. The DOA will inform the IR of the nominees and names of eligible division voting members. The campus institutional researcher (IR) will develop, send out the ballot and tabulate the results. Votes must be received by the ballot deadline to be valid. The actual vote tallies will be recorded in writing and provided by the IR to all division members. The Division Personnel Committee (DPC) will provide the chancellor with a written division majority and minority recommendation which includes the vote results. The Chancellor then announces his/her Division Chair appointees

E. Division's recommendations and Chancellor's appointment

Faculty Members in the various Departments, Divisions, or Programs shall meet to consider the recommendation of a bargaining unit member to serve as Chair. Prior to the appointment or reappointment, the Chancellor shall consult with all the Faculty Members wishing to participate to receive their recommendation. If there is no consensus among the Faculty, the Chancellor, Dean/Director shall consider both the majority and minority views before making an appointment. Should there be a consensus among the Faculty Members as to who should serve as the Chair, and the recommendation is rejected, the Chancellor shall meet with the Faculty Members and provide a written statement setting forth the reasons for selecting another Faculty Member (UHPA, 2009-2015).

If the Chancellor selects the minority division recommendation then the Chancellor should provide a written statement setting forth the reasons for appointing the minority division recommendation.

F. Selection Procedure Timeline

A timeline for this process is provided in Appendix A.

Appendix A: Division Chair Selection Procedure

Spring Semester Timeline

