Minutes of the Faculty Senate of Windward Community College
Meeting #5, April 18, 1980

1. The meeting was called to order at 8:25 am.

2. Minutes
   Motion: The Faculty Senate approves the minutes of the meeting on March 21, 1980.

3. Old Business: None

4. New Business: Department Chairpersons

   Amendments to the Job Description:

   a. Duties and Responsibilities

      (1) Combine and modify items A and B to read:

      "Coordinate and monitor the Department's biennial and supplemental budget requests and allocations. Coordinate the annual preparation and setting of priorities for purchase of instructional supplies and equipment for disciplines in the department. Assist department faculty in the purchase of allocated supplies and equipment; monitor the expenditure of funds allocated to disciplines within the department; clarify/explain variances from projected expenditures. Only the department chairperson or his designate may authorize expenditure of department funds."

      (2) Replace item C with the following:

      "Identify personnel needs and position requirements. Recommend persons to be screening committee members."

      (3) Replace item D with the following:

      "Monitor specialized department instructional equipment. (This does not include conducting the annual inventory.)"

      (4) Delete item E.

      (5) Replace item F with the following:

      "Coordinate department activities in the proposal of new courses and the modification or deletion of existing courses in cooperation with the Department's Senator on the Curriculum Committee of the Faculty Senate."

      (6) Accept item G as stated.

      (7) Revise item H as shown below:

      "Counsel or refer department faculty for help in the art of teaching and in meeting their other professional responsibilities."
(6) Limit item I as shown below:

"Organize faculty participation in registration."

(9) Revise item J as shown below:

"Meet on a regular basis with the department faculty and with the Dean to receive and relay information related to discipline needs and problems and faculty welfare."

(10) Expand item K to read:

"Facilitate faculty evaluations of Assistant Deans and other appropriate administrative staff as designated by the Faculty Senate and/or Provost."

(11) Revise item L as follows:

"Facilitate student evaluations of faculty and lecturers in the department by assuring that staff to administer appropriate forms, conditions of data collection, summaries and prompt feedback are provided to department members."

(12) Accept item M as stated.

(13) Revise item N to read:

"Develop preliminary schedule for department with the departmental faculty's advice."

b. Minimum Qualifications: No changes.

c. Appointment and Compensation revised to read:

"The Provost will appoint each department chairperson. Preliminary to the appointment, the department will provide the Provost with the names of at least two faculty members. These persons will be elected by a secret ballot of all faculty in the department. The elections will be conducted by the Executive Board of the Faculty Senate during the first week of May in alternate years. Nominated faculty, meeting the minimum qualifications, who do not decline shall be candidates. The persons not selected by the Provost will be the alternate to complete the term of the chairperson in case of vacancy. (The definition of faculty shall be the same as that in the Constitution of the Faculty Senate of Windward Community College.)"

"Each department chairperson will be released from six credit hours of classroom instruction each semester in order to assume these duties and responsibilities. In addition, each department chairperson shall have assigned clerical support and adequate office space and storage facilities.

"Each department chairperson annually will be evaluated by colleagues in the department and the Dean for Educational Services.

"A chairperson shall be recalled at anytime by a two-thirds vote of the department faculty. A recall election will be held by the Faculty Senate Executive Board within ten working days of the receipt of a petition signed by at least forty percent of the department faculty."
The meeting was adjourned at 10:00 am.

Motion: To accept the Department Chairpersons' job description as amended.

Greater than 12 hours, the total time required shall be compensated.

In the event that the accumulated time spent during the summer months is
During summer months, without extra compensation for such absence/assistance.
(e.g. purchase prioritization, recue/er here), which occasionally occur
will be expected to respond to questions referred to department needs
if department/college needs so require. However, department chairpersons
will be expected to include:

- Tenure and service expanded to include: