February 4, 2008

MEMORANDUM

TO: Faculty Senate Chairs

SUBJECT: Revised Description of Duties and Responsibilities of Department Chairperson Positions

Attached is a copy of the revised description of Duties and Responsibilities of Department Chairpersons in Credit Instruction per Chancellor Meixell's memorandum to the Faculty Senate dated January 3, 2008 (copy attached). This memorandum accepts the recommendation of the Faculty Senate to modify the DC Election Procedures to align them with the UHPA-BOR Agreement and eliminates the delegation to the deans.

Should you have any questions, please contact me.

Elizabeth Ashley
Interim Dean of Instruction

Attachments

c: Chancellor Meixell
   Interim Assistant Dean Margaret Coberly
   Department Chairs
I. Duties and Responsibilities. The Department Chairperson will:

A. Personnel
   - Evaluate instructors/lecturers for faculty evaluation, promotion and tenure, contract renewal and reappointments, etc. (The Dean of Instruction and Assistant Dean of Instruction will provide assistance as needed.)
   - Assist in the appointment of lecturers, instructors, and other staff.
   - Identify personnel needs for department, and supervise APT, clerical, and/or student help.
   - Orient new faculty and staff to the department.
   - Assist new faculty and staff with college and departmental policies and procedures.

B. Budget
   - Assist in establishing campus budget priorities as well as participate in the preparation of budget requests.
   - Facilitate discussion, prepare, and present department requests for equipment, student help and supplies.
   - Be responsible for department inventory of equipment. (Assistance will be provided by the Office of the Dean of Instruction.)

C. Curriculum and Instruction
   - Coordinate faculty schedules.
   - Coordinate and update department section of catalog.

D. Staff Development
   - Provide orientation and support for new lecturers, faculty, and staff to supplement other campus efforts.

E. Student Services
   - Facilitate resolution of student academic grievances.
   - Assist in and/or organize faculty participation in registration.

F. Department/Division Governance
   - Serve as the communication link to keep department members informed of campus activities and represent the department views to administration.
   - Assist in and/or identify and resolve department concerns.
II. Minimum Qualifications for Department Chairs in Credit Instruction

A faculty member must be tenured, at Rank 4 or above (see Article XXIII, Appointment, Duties, and Compensation for Academic Chairs, 2003-2005 UH-UHPA Agreement) to be eligible to serve as a Department Chair. (In special cases, this requirement may be waived.)

III. Selection and Compensation of Department Chairs in Credit Instruction

Elections for Department Chairs will be conducted by the Chancellor during the second week of March in alternate years. In case of a vacancy during a term, a special election will be held for the affected department as soon as possible. The term of service for such a vacancy will be for the remaining period of the term.

All eligible faculty (excluding lecturers) who do not decline to run are candidates for election.

Faculty members in a department shall meet to consider the recommendation of a bargaining unit member to serve as Chair. All faculty members wishing to participate will communicate their recommendations to the Chancellor in person or in writing. If there is no consensus among the faculty members as to whom should serve as Chair, the Chancellor shall consider both the majority and minority views before making an appointment. Should there be a consensus 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.

Each Department Chairperson will be released from a minimum of three credit hours of classroom instruction each semester in order to assume these duties and responsibilities and will receive a monthly stipend in accordance with CCCM #2250. In addition, each Department Chairperson shall have assigned clerical support and student help hours.

Each Department Chairperson will be annually evaluated by colleagues in the department, the Assistant Dean of Instruction, and the Dean of Instruction. The Dean or the Chairperson may solicit additional evaluations from staff external to, but closely working with, the Chairperson.

IV. Term of Service of Department Chairs in Credit Instruction

The normal term of service is two academic years with a possible compensated summer term appointment if the department/College needs so require. The Department Chairpersons may serve no more than two consecutive terms. The Department Chairperson will be expected to respond to questions related to departmental needs (e.g., purchasing priorities, lecturer hiring, scheduling) that occasionally occur during summer months, without extra compensation for such advice/assistance. In the event that the accumulated time spent during the summer months exceeds 16 hours, the total time required shall be compensated at the University hourly rate for such services.

Note: Compensation shall not be for activities that should have been completed during the regular duty period.

V. Recall

A Department Chairperson is subject to recall by the faculty of his or her department when, in the opinion of the departmental faculty, the Department Chairperson is failing to perform his or her duties. To initiate a recall of the Department Chairperson, the faculty of the Department shall submit a signed petition by at least three quarters of the faculty in the department, requesting that the Department chairperson be recalled. The Dean of Instruction will meet with the faculty of the Department, and subsequently act to relieve the Department Chairperson of his or her duties at a date mutually acceptable to the Dean of Instruction and the faculty of the Department.

A new Department Chairperson will be appointed by the Chancellor in accordance with the procedures set out in Section III of this document.
VI. Exclusion from Service on Division Personnel Committee:

While serving as a Department Chairperson, a faculty member cannot serve as a member of the Division Personnel Committee (Article X, Section B of the 2003-2005 Agreement between the University of Hawai‘i Professional Assembly and the Board of Regents of the University of Hawai‘i).

Effective Date 3/15/04

REVISED 03/27/97, 4/12/02, 7/22/02 (II.A. deleted “tenure-track”), 9/17/03 (II. & V. changed “Provost” to “Chancellor”), 11/14/03 (II.A. added last 2 bullet items), 12/12/03 (VI. changed “is not expected to” to “cannot”), 1/22/04 (I.A. changed “Welcome” to “Orient” & II. deleted A. & B. and changed text), 3/15/04 changed appointment procedures) draft, 12/19/06 changed third paragraph of Section III per 12/14/06 DC Meeting Minutes, 2/4/08 changed first, second & third paragraph of Section III per 1/3/08 Memorandum to Faculty Senate from Chancellor Meixell.

Office of the Dean of Instruction
MEMORANDUM

TO: Faculty Senate

SUBJECT: A Resolution to Align DC Election Procedures with UHPA-BOR Agreement

Thank you for the Resolution to Align DC Election Procedures with the UHPA-BOR Agreement which I received on November 6, 2007. I accept the recommendation of the Faculty Senate to modify our processes by eliminating the delegation to the deans. Your resolution appears to omit one portion of the agreement (Article XXIII. C.) that I will restore as follows:

"Prior to the appointment or reappointment, the chancellor of a community college, the Chancellor of UH West O'ahu, and the Dean/Director at UH Hilo and UH Mānoa shall consult with all the faculty members wishing to participate to receive their recommendations."

Consistent with the agreement, starting in March 2008, the procedure will be as follows:

1. Faculty members in a department, division or program shall meet to consider the recommendation of a bargaining unit member to serve as Chair.

2. All faculty members wishing to participate will communicate their recommendations to the chancellor in person or in writing.

3. If there is no consensus, among the faculty members as to who should serve as chair, the Chancellor shall consider both the majority and minority views before making and appointment. Should there be a consensus 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.

Angela Meixell
Chancellor