Duties and Responsibilities of Department Chairs in Credit Instruction

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 Vice-Chancellor of Academic Affairs and Dean of Academic Affairs 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 Academic Affairs.)

C. Curriculum and Instruction

- Coordinate faculty schedules.
- Coordinate and update department section of catalog.
- Coordinate SLO Assessment at the course, program and institutional levels as appropriate on behalf of the department.

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.
- Represent the department on the Institutional Effectiveness Committee.

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 six 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 Dean of Academic Affairs, and the Vice-Chancellor of Academic Affairs. The Vice-Chancellor 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 or 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 Vice-Chancellor 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 Vice-Chancellor 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 10/15/10 (changed "Dean" to "Vice-Chancellor", "Assistant Dean" to "Dean", and "of Instruction" to "of Academic Affairs")

03/27/97, 4/12/02, 7/22/02 (II.A. deleted "tenure-track"), 9/17103 (III. & 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. Added third bullet to Section 1.C, added third bullet to Section 1.F and changed Section III paragraph four to "six" credit hours from three per 3/31/2011 Memorandum to Faculty Senate from Chancellor Doug Dykstra – moved and accepted per 3/19/13 Faculty Senate minutes.