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UNIVERSITY OF HAWAII
PRESIDENT'S OFFICE

December 14, 2007

MEMORANDUM

TO: Allan R. Landon
Chair, Board of Regents

VIA: David McClain
President

FROM: Linda K. Johnsrud *Linda K. Johnsrud*
Vice President for Academic Planning and Policy

SUBJECT: Revision of BOR Policy Chapter 9, Section 9-1a. (3), Department Chairs, and Section 9.1 a. (4) Special Program Directors and Chairs of Academic Subdivisions

SPECIFIC ACTION REQUESTED

It is requested that the Board of Regents approve the revisions to Chapter 9, Section 9-1 (3) and (4) relating to Department/Division Chairs, Special Program Directors and Chairs of Academic Subdivision.

ADDITIONAL COST:

In revising the above BOR policy, a new Executive Policy (E9.214) includes increases in the dollar amount of stipends that Deans/Directors or Vice Chancellor/Deans of Instruction may approve. Chancellors are supportive of the potential increases which, if awarded, would be accommodated with existing campus funds.

RECOMMENDED EFFECTIVE DATE:

February 1, 2008.

PURPOSE:

The statement of duties and responsibilities of department/division chairpersons, special program directors, and chairs of academic subdivisions is being revised as a policy statement in conjunction with the incorporation of specific duties and responsibilities in a new Executive Policy.

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December 14, 2007
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BACKGROUND

The current University of Hawai'i Professional Assembly (UHPA) contract (2003-2009) states in Article XXIII. D:

Academic Chairs are appointed by the appropriate administrative authority, but they are not managerial or supervisory employees. The duties of academic chairs will be set forth in a revised UH-System Faculty Handbook.

The Council of Chancellors and Council of Chief Academic Officers reviewed and are in agreement with the proposed revised duties and responsibilities of academic chairs. Consultations regarding the proposed revised duties and responsibilities were conducted with UHPA and the All Campus Council of Faculty Senate Chairs (ACCFSC). Feedback was received from members of ACCFSC. Meetings with UHPA to consult on the proposed changes were held on October 5, 2007 and December 3, 2007. Revisions were made to the proposed executive policy based on feedback received.

Enclosed are: (1) Attachment 1: Revised Board of Regents Policy in Ramseyer format; (2) Attachment 2: a clean version; and (3) Attachment 3: the proposed new Executive Policy E9.214.

ACTION RECOMMENDED:

It is recommended that the Board of Regents approve the revisions to Chapter 9, Section 9-1 (3) and (4) relating to Department/Division Chairs, Special Program Directors and Chairs of Academic Subdivision.

c: Interim Executive Officer and Secretary of the Board Pang

Attachments:

- (1) Proposed revision in Ramseyer format to BOR Policy Chapter 9, Sections 9-1 (3) and (4);
- (2) A clean version of proposed revision;
- (3) Proposed new executive policy, E9.214.

RAMSEYER
Proposed Revision
BOR Policy, Chapter 9
Section 9-1a

(3) Department/Division Chairperson. The chair is responsible for providing academic and curricular leadership and management for a department/division and reports to the dean/director or Vice Chancellor for Academic Affairs/Dean of Instruction. The chair is a faculty member appointed by the Chancellor or designee after consultation with the faculty. Specific duties and responsibilities shall be set forth in Executive Policy.

[to the dean of the college for the following functions as they apply to the department: providing the courses required by the curricula of the various colleges; preparation of the department budget; expenditure of funds allocated to the department; recommendations for reappointments and for appointments to unfilled positions; recommendations for promotions; rating of faculty members not on permanent tenure; assignment of courses and proper departmental balance of teaching load; textbook orders; supervision of instruction; direction of graduate assistants; assistance with registration during both the academic year and the summer session; improvement of instruction and encouragement of research; implementing University rules limiting "overload" teaching and other compensated work. In some colleges, some or all of these functions are consolidated in the office of the Dean. Under the leadership of the Dean of the College, the department chair meet periodically to consider matters of common concern. Appointment of a department chair at the University of Hawai'i at Manoa shall be made in accordance with the following procedure] (Sept. 10, 1964; Oct. 21, 1988; January XX, 2008)

[(a) Only persons with the rank of associate professor or of professor are normally eligible for the chair. If no one in these ranks is available, a member of a lower rank, or some appropriate person elsewhere in the College, is appointed as acting chair. (Sept. 16, 1965; Oct. 21, 1988)

(b) After receiving suggestions from the college dean (following the latter's consultation with members of the department), the Chancellor appoints one member of each instructional department as department chair with the concurrence of the President and the Board of Regents. (Sept. 16, 1965; Oct. 21, 1988)

(c) The deans' consultation with faculty members prior to recommendations on department chair may take a variety of forms depending upon such factors as the size of department, formal structure and internal relationships.

Whatever form it takes, however, it should be comprehensive and effective, so the dean has the benefit of the advice of each member of the department in Rank 3 or above and those of Rank 2 with tenure. When written nominations are used, these are not to be construed as votes, since the majority opinion is not the only factor the dean must consider in selecting the persons he/she considers most likely to lead the department most effectively. When there is serious or widespread disagreement among the members of a department as to which person should be chair, or when the dean does not accede to the

prevailing view expressed by a department, the dean shall include with his/her own recommendation to the Chancellor a written statement setting out the dissenting viewpoints and his/her analysis of the situation. (Sept. 16, 1965; Oct. 21, 1988)

(d) Appointments are usually announced in the early spring Department chair are normally appointed for three-year terms, although appointments for shorter terms are made when necessary. Reappointment of a chair at the end of a term, as the appointment of a new chair, is preceded by a dean's consultation with faculty members as set forth above. (Sept. 16, 1965; Oct. 21, 1988)

(e) Faculty personnel appointed to serve as department chair may receive additional compensation in the form of released time from regular faculty responsibilities and/or change from 9 to 11-month appointments and/or monthly stipends. The specific amount of the stipend is determined by the size and complexity of the department. (Oct. 21, 1988)]

(4) Special Program Directors and Chairs of Academic Subdivisions. Faculty personnel may be assigned extra administrative duties and responsibilities wherein the administrative function is not primary or not permanent. Special Program Directors and Chairs of Academic Subdivisions are appointed by the Chancellor or designee. [Faculty personnel serving in these capacities may receive additional compensation in the form of, released time from regular faculty responsibilities and/or change from 9 to 11-month appointments and/or monthly stipends. The specific amount of the stipend is determined by the size and complexity of the department, program, or institute and the nature of the administrative duties] (Oct. 21, 1988; January XX, 2008)

ATTACHMENT 2

CLEAN
Proposed Revision
BOR Policy, Chapter 9
Section 9-1a

(3) Department/Division Chairperson. The chair is responsible for providing academic and curricular leadership and management for a department/division and reports to the dean/director or Vice Chancellor for Academic Affairs/Dean of Instruction. The chair is a faculty member appointed by the Chancellor or designee after consultation with the faculty. Specific duties and responsibilities shall be set forth in Executive Policy. (Sept. 10, 1964; Oct. 21, 1988)

(4) Special Program Directors and Chairs of Academic Subdivisions. Faculty personnel may be assigned extra administrative duties and responsibilities wherein the administrative function is not primary or not permanent. Special Program Directors and Chairs of Academic Subdivisions are appointed by the Chancellor or designee. (Oct. 21, 1988)

10/23/07

DRAFT 12/17/07

Prepared by the Office of the
Vice President for Academic Planning and Policy
This is a NEW Executive Policy.

UNIVERSITY OF HAWAI'I

Executive Policy - Department/Division Chairpersons January 2008

E9.214

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I. Introduction

This executive policy implements Board of Regents Policy 9-1a (3) and (4) by (a) describing the duties and responsibilities, criteria, selection process, reporting line, and compensation approval levels of department/division chairpersons, and (b) describing the appointment of program directors and chairs of academic subdivisions.

II. Objectives

The purposes of this policy are to: (a) delineate the duties and responsibilities of department/division chairpersons, (b) establish the criteria for department/division chairpersons, (c) provide guidelines for approving compensation for department/division chairpersons, and (d) provide for the appointment of program directors and chairs of academic subdivisions.

III. Policy Guidelines

A. Department/Division Chairpersons

1. Duties and responsibilities: The department/division chairpersons shall be responsible for the following functions as they apply to their department/divisions:
 - a. Engage the department/division in developing a strategic vision for future program planning;
 - b. Facilitate and ensure effective communication within the Department/Division;

- c. Serve as the primary communication link between the faculty and administration;
- d. Represent the program to the public and prospective students;
- e. Provide a quality academic program with demonstrated support for student success based on available resources;
- f. Schedule courses and appropriate support for courses required by the curricula;
- g. Assign courses and ensure proper balance and distribution of workload;
- h. Assist students, faculty, and staff with course registration, tracking of course enrollment, and determination of appropriate number of sections offered;
- i. Prepare the department/division budget;
- j. Monitor expenditure of funds allocated to the department/division and ensure the proper management of department budget within annual planning guidelines;
- k. Recommend reappointments and appointments to vacant positions;
- l. Provide for new faculty orientation;
- m. Complete an independent assessment on tenure and promotion applications, contract renewal decisions, and evaluations of lecturers;
- n. Ensure continuing evaluation of all faculty is conducted effectively;
- o. Ensure that program reviews are completed in a timely manner;
- p. Maintain accreditation standards with particular attention to educational effectiveness and program learning outcomes;
- q. Make provisions for proper advising for students in their program(s);
- r. Ensure proper processes are initiated to resolve disputes between faculty and students;
- s. Prepare annual reports, as required;
- t. Make recommendations on overloads to administration;
- u. Provide effective supervision of support staff, as appropriate;
- v. Work with the Graduate Chair to provide direction to graduate programs, where applicable;

- w. Foster improvement of instruction and encouragement of scholarly activities;
- x. Advise faculty regarding professional development; and
- y. Mentor faculty regarding their roles and responsibilities in teaching, scholarship, and service.

A letter of appointment from the Dean/Director or Vice Chancellor/Dean of Instruction to the department/division chairperson will outline the specific duties and responsibilities and form the basis of evaluation.

2. Reporting

Department/division chairpersons report to a Dean/Director, Vice Chancellor for Academic Affairs/Dean of Instruction, as appropriate.

B. Program Directors and Chairs of Academic Subdivisions

- 1. Faculty personnel may be assigned extra administrative duties and responsibilities by a Dean, Director, or Vice Chancellor/Dean of Instruction, wherein the administrative function is not primary or not permanent. The assignment is renewed annually.
- 2. The program directors and chairs of academic subdivisions report to a Dean/Director, Vice Chancellor for Academic Affairs/Dean of Instruction, as appropriate.

C. Criteria for Department/Division Chairpersons or Program Chairs and Selection Process

See UHPA contract 2003-2009, Article XXIII, sections A, B, C.

D. Compensation (*adopted from A9.235 Administrative stipends for department chairs, special program directors and chairs of academic subdivisions*)

- 1. Faculty personnel appointed to serve as department/division chairpersons may receive additional compensation in the form of released

time from regular faculty responsibilities and/or change from 9- to 11-month appointments, and a monthly stipend which shall not be less than \$100 per month. The specific amount of the stipend is determined by the size and complexity of the department/division and nature of the administrative duties as determined by the Dean/Director or Vice Chancellor/Dean of Instruction.

2. The Dean/Director or Vice Chancellor/Dean of Instruction may approve specific stipends as follows:
 - a. Administrative stipends up to \$300 per month may be paid to chairs, directors, or other administrators of departments or programs of moderate size, scope, and complexity.
 - b. Administrative stipends up to \$400 per month may be paid to chairs, directors, or other administrators of departments or programs of considerable size, scope, and complexity.
 - c. Administrative stipends up to \$500 per month may be paid to chairs, directors, or other administrators of departments or programs of extensive size, scope, and complexity.
3. Administrative stipends exceeding \$500 but less than \$1000 per month may be paid to chairs, directors, or other administrators of departments or programs upon approval of the appropriate Chancellor. Stipends exceeding \$1000 may be granted under unusual circumstances with the approval of the Chancellor.
4. Released time may be granted by the Chancellor or designee for workload related to administrative responsibilities.