SUBJECT: DEPARTMENT/DIVISION CHAIRS

A. References:
   1. Board of Regents Bylaws and Policies (BORP), Chapter 9-1a, Appointments.

B. Background and Purpose:
   1. To delineate the general duties and responsibilities of division/department chairs.
   2. To provide for the general criteria by which chairs are to be compensated.
   3. To provide for the general criteria by which assigned time will be determined for chairs to perform their duties and responsibilities.

C. Definition:
   1. "Assigned time" shall be defined as the amount of time from which a faculty member is "released" from performing his/her regular teaching, student services or academic support duties to perform the duties of division/department chair.

D. Responsibilities:
   1. Senior Vice President, University of Hawai‘i and Chancellor for Community Colleges (hereinafter Chancellor)
      a. Develops and identifies the generic overall duties and responsibilities of division/department chairs. (See Attachment 1 for the General Description of Division/Department Chair Duties and Responsibilities and Instruction/Academic Support; see Attachment 2 for the General Description of Division/Department Chairs Duties and Responsibilities for Student Services.)
      b. Develops the general criteria by which division/department chairs are to be given compensated (see Attachment 3 for Guide to Determine Compensation of Division/Department Chairs).
c. Develops general criteria to determine the assigned time for division/department chairs (see Attachment 4 for Guide to Determine Assigned Time for Division/Department Chairs).

d. Approves stipend, assigned time and/or overload recommendations made by the Provosts.

2. Provosts/Director of ETC:

   a. Develops, as needed, detailed duties and responsibilities for statements for division/department chairs which reflect campus priorities, programs, needs, and expectations.

   b. Using criteria, and in consideration of any special campus concerns, recommends to the Chancellor stipends and assigned time amounts for campus chairs, ensuring overall consistency and equity of recommendations.

E. Guidelines:

   1. Chairs shall normally remain on 9-month status, except for those chairs supervising 11-month programs. In typical administrative duties, work performed by chairs before or after the 9-month duty period shall be compensated with the stipend. Unusually heavy administrative workloads carried by chairs shall be compensated through overload.

   2. Recommendations by provosts for assigned time and stipend amounts should be submitted to the Chancellor by April 15th of each academic year.

   3. Appointments are to be effective July 1.

F. Revisions:

   CCCM 2500, dated May 1998.

   Joyce S. Tsunoda
   Senior Vice President, University of Hawai‘i and
   Chancellor for Community Colleges

Attachments
GENERAL DESCRIPTION OF DIVISION/DEPARTMENT CHAIRS
DUTIES AND RESPONSIBILITIES
FOR INSTRUCTION/ACADEMIC SUPPORT

PERSONNEL

C Evaluate instructors for faculty evaluation, promotion and tenure, contract renewal, reappointments, etc.

C Assist in the appointment of lecturers, instructors, and other staff.

C Identification of personnel needs for the division/department, such as recommendation for leaves (sick, vacation, sabbatical, study); travel requests; leaves without pay; and supervising clerical support, APT, and/or student help as required by the campus.

BUDGET

C Assist in establishing campus budget priorities as well as participate in and assist in preparing budget requests.

C Facilitate discussion and prepare and present division budget requests for equipment, student help and supplies.

C Assist and/or monitor expenditures.

C Responsible for division/department inventory of equipment.

CURRICULUM AND INSTRUCTION

C Coordinate division schedule, considering faculty workload and overload.

C Plan and suggest updates to curriculum, courses, and programs.

C Coordinate and update division/department section of the catalog.

C Aid in improvement of teaching and management of instruction.

STAFF DEVELOPMENT

C Provide orientation and support for new lecturers, faculty, and staff to supplement campus efforts.

C Encourage the development of each faculty member's special talents and interests within the context of the institution's needs and priorities.
STUDENT SERVICES

C Facilitate resolution of student academic grievances.

C Assist in and/or organize faculty participation in registration.

C Assist in and/or coordinate the division/department role in student advising and recruitment.

C Facilitate student evaluations of instruction.

DIVISION/DEPARTMENT GOVERNANCE

C Serves as communication-link, keeping division/department members informed of general campus activities and representing the division/department views to administration.

C Assist in and/or identify and resolve departmental concerns.

C Assist in and/or establish and maintain positive work relationships among faculty, staff and administrators within campus structure.

CONTINUING EDUCATION AND TRAINING

C Provide assistance to the Director of Continuing Education and Training in the development of community service programs and courses, as needed.
GENERAL DESCRIPTION OF DIVISION/DEPARTMENT CHAIRS
DUTIES AND RESPONSIBILITIES
FOR STUDENT SERVICES

PERSONNEL

C Evaluate staff members for faculty evaluation, promotion and tenure, contract renewal, reappointments, etc.

C Assist in making staff assignments.

C Recommend appointment of unit/department staff members.

C Identify personnel needs for the unit/department.

C Review and provide recommendations for leaves (sick, vacation, sabbatical, study), travel requests, and leaves without pay.

C Responsible for supervising unit staff, including professional staff, clerical support and/or student help.

BUDGET

C Assist in establishing campus budget priorities as well as participate in and assist in preparing budget requests.

C Facilitate discussion and prepare and present budget requests for equipment, student help and supplies.

C Prepare expenditure plans; assist and/or monitor expenditures.

C Responsible for unit/department inventory of equipment.

PROGRAM PLANNING AND MANAGEMENT

C Supervise and coordinate programs and activities, implement quality control measures, and take appropriate steps to improve programs and activities.

C Assist in the development of new activities and services.

C Coordinate and update unit/department section of the catalog.

C Aid professional staff in the improvement of professional skills.
STAFF DEVELOPMENT

C Provide orientation and support for new staff.

C Encourage the development of each staff member’s special talents and interests within the context of the institution’s needs and priorities.

INSTRUCTIONAL SERVICES AND INTEGRATED ACTIVITIES

C Facilitate resolution of student academic grievances for courses taught by unit staff.

C Facilitate student evaluations of instruction.

C Assist staff in the preparation of syllabi for courses offered by the unit.

C Make available student information to assist administration, instructional departments and other support units in program reviews, course development, and other research and planning activities.

C Organize faculty participation in registration, student orientation and academic advising.

C Coordinate the unit’s efforts with those of the instructional division/department’s role in marketing and recruitment.

UNIT/DEPARTMENT GOVERNANCE

C Serve as communication-link, keeping unit/department members informed of general campus activities and representing the unit views to administration.

C Identify and resolve unit/department concerns.

C Establish and maintain positive work relationships among faculty, staff and administrators.

CONTINUING EDUCATION AND TRAINING

C Provide assistance to the Director of Continuing Education and Training in the development of community services programs and courses, as needed.
GUIDE TO DETERMINE COMPENSATION OF DIVISION/DEPARTMENT CHAIRS

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Monthly Stipend Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$250</td>
</tr>
<tr>
<td>a) Staff, headcount, including all categories of regular employees funded from all sources. (e.g. FAC, APT, CS)</td>
<td>20</td>
</tr>
<tr>
<td>b) Lecturers headcount</td>
<td>15</td>
</tr>
<tr>
<td>c) Budget</td>
<td>$100k</td>
</tr>
<tr>
<td>d) Additional Complexity, level of program of instructional and research services; scope of administrative duties.</td>
<td>very complex---------not complex</td>
</tr>
</tbody>
</table>

Note: Normally, a chair should meet 2 of 3 criteria (items a, b, c) to determine the stipend amount. In addition, Provosts should also consider item d. in recommending a final stipend amount.
GUIDE TO DETERMINE ASSIGNED TIME
FOR DIVISION/DEPARTMENT CHAIRS

I. Instruction

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Assigned Time (or Equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Number of Course Sections (Fall Semester)</td>
<td>80%</td>
</tr>
<tr>
<td></td>
<td>150</td>
</tr>
<tr>
<td>b) Number of Program (1)</td>
<td>10</td>
</tr>
<tr>
<td>c) Headcount of Registered Students</td>
<td>3000</td>
</tr>
<tr>
<td>d) Additional complexity, level of program of instructional and research services; level and numbers of program; scope of administrative duties.</td>
<td>very complex----------------------not complex</td>
</tr>
</tbody>
</table>

Note: Normally, a Chair should meet 2 of 3 criteria (items a, b, c) to determine the assigned time. However, (1) Provosts should also consider item d in their final recommendation for assigned time.

II. Services/Academic Support

Assigned time for student service/academic support activities will be determined pursuant to the programmatic needs of the individual campuses.

-----------------------------
(1) How to determine number of programs

<table>
<thead>
<tr>
<th>Vocational: Any program requiring a separate program review.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts: Humanities</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>