

KAUA'I COMMUNITY COLLEGE
Division Chairs

1. Purpose

To establish guidelines for the selection of Division Chairs, the scope of activities for which they have responsibility, and to outline the procedures for executing the Chair's functions.

2. Policy

The procedures outlined herein and the attachments appended hereto are based upon the following listed policies:

- A. The Division Chairs are closest to the instructional activities of the College in that they are instructors themselves. At the same time they serve in the capacity of first line administrators for their division. As such, it is expected that faculty will first see the Division Chair before consulting with the campus administrators.
- B. Only tenured Faculty Members of Rank 3 or higher shall be eligible to serve as a Division Chair.
- C. The Chancellor shall appoint Division Chairs for periods up to three (3) years. The appointments are renewed annually.
- D. Division Chairs are to be compensated for their administrative/supervisory duties via a workload release of six (6) credits per semester and a monthly stipend of \$300, unless otherwise specified in the University of Hawai'i's contract with the University of Hawai'i Professional Assembly (UHPA), addendums to the current contract, or agreements made between the administration and the UHPA.
- E. Clerical support will be provided to the Division Chairs from the resources assigned to the Vice Chancellor for Academic Affairs (VCAA). Arrangements may be made to assign one clerical person to each Chair or the clerical pool concept may be followed as agreed to by the VCAA and the Chairs. Whatever the arrangements, the clerical support provided shall be adequate to enable effective divisional operations.

3. Procedures

A. Appointment

- i. The division will recommend to the Chancellor someone for appointment whenever a vacancy occurs. In the event the division does not have a consensus, the major and minority recommendations will be forwarded.

- ii. The Chancellor will consider the recommendation(s) and either appoint one of the nominees or consult with division personnel as may be appropriate.
- iii. The Division Chair shall serve from August 1 to July 31 of each year.

B. Staff Meetings

Division Chairs are expected to attend Division Chairs meetings called by the VCAA on a regular basis.

4. Responsibility

The responsibilities for Division Chairs are outlined on Attachment 1 hereto.

5. Timetable of Critical Events

An ongoing timetable of critical events for Division Chairs is depicted on Attachment 2 hereto.

RESPONSIBILITIES

1. General:

The Division Chair is the liaison between the division and all other divisions, departments, and administrative groups and individuals at the College. The Chair serves his/her division and provides the means by which institutional concerns and problems can be gathered, focused, acted upon, and solved. The main responsibility of the Division Chair is the relieving of faculty, lecturers, and staff within a division from diffuse administrative duties. Thus, division-related administrative responsibilities will be centralized in a single individual, allowing faculty members to devote the major portion of their time to instruction and instruction-related activities.

All Chairs report directly to the Vice Chancellor for Academic Affairs (VCAA) on instructional and administrative matters.

Chairs disseminate to all their full- and part-time faculty members data, forms, memos, and other items received from administration.

All matters originating from and concerning the division, which are to go to administration for approval, should first go through the Chair for recommendation.

2. Liaison for Class Scheduling - Division Chairs shall:

- A. coordinate the Multi-Year Plan of Offerings (MYPO) with the semester course offerings.
- B. assure that instructors of the division meet established deadlines.
- C. supervise the building of the division's semester course offerings into Banner.
- D. consider instructors' requests for special class schedules.
- E. coordinate efforts with academic counselors to ensure that necessary courses are evenly distributed for both day and evening programs.
- F. meet with the VCAA to determine the future status of classes with less than the established minimum enrollment.

3. Faculty Evaluation - Consistent with appropriate sections of the University of Hawai'i Professional Assembly (UHPA) Contract, Division Chairs should:

- A. supervise the non-tenured faculty evaluation process.
- B. participate fully in evaluating non-tenured faculty.

- C. oversee annual evaluation of all lecturers.
 - D. review faculty evaluation materials and submit recommendations to the VCAA and Chancellor.
 - E. work with the Division Personnel Committee (DPC) in accordance with contract renewal and tenure/promotion review guidelines.
 - F. see that faculty and lecturers schedule student evaluations with eCAFE or other standard division evaluation instruments.
4. Budgeting, Requisitions, and Accounting - Division Chairs:
- A. coordinate the involvement of division faculty in the budget preparation process.
 - B. will provide maximum possible cooperation to the Business Office in maintaining the inventory of equipment by reporting additions, losses and other changes to the Vice Chancellor for Administrative Services.
 - C. sign all purchase requisitions and approve travel requests related to their division.
5. Orientation - Chairs are expected to assist in orienting new faculty and lecturers to instructional programs and procedures by:
- A. introducing new faculty and lecturers to other faculty and staff.
 - B. familiarizing new faculty and lecturers with College facilities.
 - C. providing general college and division policies and procedures to ensure ease of assimilation and reduce the shock of new situations.
6. Liaison with Other Divisions - Division Chairs are expected to:
- A. assist in coordinating the scheduling of classes with other divisions to ensure that students will be able to fulfill all program requirements.
 - B. work with other Division Chairs in developing cross-divisional programs and projects.
 - C. participate in campus policy formulation.
 - D. serve as the guide and orientator to any faculty member regarding instruction and instructional procedures.

7. Faculty Absences - As the most direct point of contact with the faculty, Chairs shall advise instructors and lecturers regarding procedures that govern absences.
8. Program Reviews, Assessment, Projections, Plans, and Course Changes (Deletions, Additions, Modifications) - Division Chairs are responsible for:
 - A. assisting in developing and/or updating Kaua'i Community College academic planning documents.
 - B. working with the faculty and VCAA in recommending new programs, program modifications, and program deletions.
 - C. seeing that courses are reviewed, updated, added, deleted, and modified according to campus and system procedures and articulation agreements.
 - D. assisting in developing proposals for new programs and curriculum changes.
 - E. proposing and/or rendering assistance in the implementation of seminars, non-credit workshops, and other professional activities as needed by members of their divisions or the College as a whole.
 - F. coordinating actions to ensure that the division's catalog course descriptions are current.
 - G. maintaining accreditation standards where applicable.
 - H. providing advice and guidance to faculty in the matters of advisory committee meetings and the involvement of such committees in appropriate program-related matters.
 - I. leading division assessment of all courses/programs and ensuring that program reviews are completed and submitted to the VCAA in a timely manner.
9. Textbooks - Division Chairs need to ascertain that textbook orders are submitted in a timely manner. In consultation with full-time faculty in the discipline and knowledgeable persons in the field, the Chairs select or delegates to program coordinators to select textbooks for lecturers and new faculty if time does not permit individuals to select their own textbooks.
10. Meetings - Division Chairs shall:
 - A. call and chair periodic division meetings each semester. At least one division meeting shall occur each month during the academic year.
 - B. notify division members and student government members assigned as division liaisons via email or memorandums of scheduled division meetings.
 - C. ensure minutes are taken and distributed as may be deemed necessary.

- D. maintain file for minutes of division meetings.
- E. request appropriate workshops and symposiums for division personnel.
- F. attend all committee meetings where a Chair by nature of the position is required to attend.

11. Personnel Action - Division Chairs are directly involved in the College's personnel selection processes as specified in the Kaua'i Community College Policy Guideline No. 2-2.

TIMETABLE OF CRITICAL EVENTS FOR DIVISION CHAIRS

(Specific Dates for each month are to be set according to each year's schedule.)

August

- Determine status of textbooks ordered for divisional courses for the fall semester.
- Assist arriving new faculty, provide for their orientation to the College, philosophy, and personnel.
- Assist new faculty and lecturers who are teaching credit courses to get classes off to a good beginning.
- Inform all non-tenured faculty of tenure evaluation process, the critical dates for submission of recommendations on their tenure status, and the criteria for which the division will evaluate them.
- Initiate faculty searches for positions approved for the spring semester.

September

- See that office hours of division members are posted on office doors.
- Begin tenure evaluation process of non-tenured faculty with priorities to second-year, fourth-, first-, and third-year faculty as established.
- Draft faculty evaluations for tenured faculty as required.
- Begin work with faculty and other Division Chairs on developing the spring schedule, using the Multi-Year Plan of Offering (MYPO).
- Meet with the other Division Chairs, counselors, and the VCAA to finalize the spring schedule.
- Notify faculty to prepare textbook requests for assigning spring semester classes.
- Submit division approved course outlines (new, modifications, and deletions) to be offered (next fall) to the Curriculum Committee division representative.

October

- Textbook orders due in Bookstore Manager's Office by October 1.

November

- Complete evaluations of second- and fourth-year faculty and forward dossier and recommendations to the VCAA before December 1. (Second year faculty to receive notification of renewal status by December 15.)
- Participate in the tenure consideration process as required.

December

- Complete evaluations of first year faculty and forward dossier and recommendations the VCAA by December 15. (First year faculty to receive notification of status by February 1 or May 1 if faculty was appointed in mid-year.)
- Inform division members of the first semester expenditures and balance remaining for spring semester.
- Initiate faculty searches for positions approved for the upcoming fall semester.
- Program Reviews, APRUs due December 15.

January

- Determine status of textbooks ordered for divisional courses for the spring semester.
- Assist arriving new faculty, provide for their orientation to the College, philosophy, and personnel.
- Assist new faculty and lecturers who are teaching credit courses to get classes off to a good beginning.
- See that office hours of division members are posted on office doors.
- Begin work with faculty and other Division Chairs on developing the summer and fall schedules, using the MYPO.

February

- Submit to the VCAA a priority list of division personnel requirements for the next academic year.
- Meet with the other Division Chairs, counselors, and the VCAA to finalize the fall schedule.
- Notify faculty to prepare textbook requests for assigning fall semester classes.
- Submit division approved course outlines (new, modifications, and deletions) to be offered (next spring) to the Curriculum Committee division representative.

March

- Textbook orders for the summer and fall due in Bookstore by March 15.

April

- Submit dossier and recommendations to the VCAA for second, fourth, and mid-year appointed faculty.
- Check budget balance and inform division members of the fiscal year purchasing deadline.

May

- Submit division members' expenditure plans, listing by priorities for B and C expenditures for the following year.
- Submit year-end report to the VCAA.