

KAUA'I COMMUNITY COLLEGE
Division Chair Selection Procedures

1. Purpose

To establish guidelines for the selection of Division Chairs

2. Related Policies and Documents

- A. Collective Bargaining Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i (UHPA CBA)
- B. University of Hawai'i Community Colleges Policy 9.237 Teaching Equivalencies (UHCCP 9.237)
- C. Kauai Community College Policy KCCP 4-02 Division Chairs

3. Guidelines

A. Criteria for division chair eligibility

- i. Only tenured faculty members with the Rank of 3 or higher are eligible to serve as the Division Chair (UHPA CBA).
- ii. If no one within the Division is willing or eligible to serve as Chair, the Chancellor shall select a maximum of two tenured faculty members with Rank 3 or higher from outside the division who are willing to serve. The Chancellor shall provide the name(s) of these candidate(s) to the Division in question. The Faculty Members shall discuss the Chancellor's selection(s), and then vote on a recommendation for Chair from the name(s) provided. The Division's recommendation shall then be forwarded to the Chancellor. The Division must vote to either accept the Chancellor's selection, or forward the name of a Division member willing to serve as Chair.

B. Term of Service

- i. The Chancellor shall appoint Division Chairs for periods up to three (3) years. The appointments are renewed annually by a vote by the Faculty Members of the Division.
- ii. University of Hawaii Community Colleges Policy 9.237 states that Division/Department Chair appointments shall be 11-month appointments where appropriate to the duties and responsibilities of the assignment. Appointments are effective August 1, unless otherwise approved by the Chancellor.

- iii. Ordinarily, a Division Chair at Kaua‘i Community College will be assigned six (6) Teaching Equivalencies per semester for the performance of Chair duties, and will receive a monthly stipend of not less than \$300 and not more than \$500.
- C. Responsibilities of the Division Chair
Division Chair responsibilities are detailed in KCCP 4-02 and UHCCP 9.237.
- D. Division notification of and response to request for recommendations
- i. The departmental office assistant (DOA) will notify the division in writing or by email of the eligibility criteria for Division Chair (forwarding this document is sufficient) and provide a list of the current division members who meet the eligibility criteria. All Bargaining Unit 7 (BU7) Division members are eligible to nominate someone from this list. It is the responsibility of the nominators to elicit consent to serve from the nominees. Once nominees have been identified within the Division and placed on the meeting agenda, the Division will meet to discuss the nominees. During this meeting each nominee will be provided an opportunity to present to the Division members. The DOA will ensure all BU7 eligible voting members are invited to this meeting.
 - ii. Voting will take place by secret electronic ballot. All nominees will be placed on the ballot. All BU 7 members within the Division who wish to participate may cast a vote. Division members will also be given the option to abstain from voting. The DOA will inform the campus institutional researcher (IR) of the nominees and names of eligible division voting members. The IR will develop, send out the ballot and tabulate the results. Votes must be received by the ballot deadline to be valid. The actual vote tallies will be recorded in writing and provided by the IR to all division members and the Vice Chancellor for Academic Affairs (VCAA). The Division Personnel Committee (DPC) will provide the Chancellor with a written division majority and minority recommendation, which includes the vote results. The Chancellor then announces his/her Division Chair appointees
- E. Division’s recommendations and Chancellor’s appointment
- i. Faculty Members in the various Departments, Divisions, or Programs shall meet to consider the recommendation of a bargaining unit member to serve as Chair. Prior to the appointment or reappointment, the Chancellor shall consult with all the Faculty Members wishing to participate to receive their recommendation. If there is no consensus among the Faculty, the Chancellor, Dean/Director shall consider both the majority and minority views before making an appointment. Should there be a consensus among the Faculty Members as to who should serve as the Chair, 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 (UHPA CBA).

- ii. If the Chancellor selects the minority division recommendation then the Chancellor shall provide a written statement setting forth the reasons for appointing the minority division recommendation.

F. Selection Procedure Timeline

The timeline for this process is provided in Appendix A.

Appendix A: Division Chair Selection Procedure
Spring Semester Timeline

