

KAUA‘I COMMUNITY COLLEGE  
Program and Discipline Coordinator Selection Procedures

1. Purpose

To establish criteria for the selection of Program and Discipline Coordinators and to provide general criteria by which assigned time will be assigned for them to perform their duties and responsibilities.

2. Reference

- A. University of Hawai‘i Community Colleges Policy 9.237 Teaching Equivalencies (UHCCP 9.237)

3. Definitions

- A. Program Coordinator – According to UHCCP 9.237, a “Program Coordinator has responsibility for managing various aspects of a program or its equivalent. Programs include all associate degree programs (unless the program is managed by the Division/Department Chair) and those special areas of emphasis within the non-degree programs as designated by the campus. Programs may also include major support activities or program initiatives such as service learning or freshman year experience which are not assigned as regular duties to a faculty member.”
- B. Discipline Coordinator - According to UHCCP 9.237, a “Discipline Coordinator has responsibility for overall coordination of courses within the discipline, e.g., facilitating communication between and among discipline faculty, scheduling classes, selecting textbooks, assisting with transcript evaluations, updating and developing course curriculum, maintaining laboratory facilities, shops and equipment, and overall coordination of the students, and personnel associated with the discipline to include the recruitment and mentoring of lecturers.”

4. Guidelines

- A. Criteria for eligibility
  - i. Program and Discipline Coordinators should be full-time teaching faculty with expertise in the program or discipline. If no faculty with program or discipline expertise are available, faculty without such can serve.
  - ii. Program and Discipline Coordinators should be faculty at rank C3 or higher. In cases where no C3 or higher exist or are willing to serve, then rank C2 faculty may serve.

- iii. Accredited program must have coordinators that meet accreditation eligibility requirements.

B. Term of Service

- i. The Chancellor shall appoint Program Coordinators for 3-year terms and Discipline Coordinators for 2-year terms.
- ii. Programs with external accreditation may have automatic reappointments to meet accreditation requirements and continuity of program leadership.
- iii. Program and Discipline Coordinators are eligible for reappointment at the end of any appointment period. There is no term limit.
- iv. If for any reason a coordinator is no longer able to or willing to serve, then a new coordinator shall be selected to complete the remaining term and, if the selectee and program or discipline desire, an additional 2 or 3 years term as specified above.
- v. The Chancellor shall annually confirm all appointments and reappointments.

C. Assigned time

- i. Program and discipline coordinators shall receive assigned time for their coordination duties.
- ii. Per UHCCP 9.237, the normal range for assigned time for program coordinators shall be between 3 and 12 credit hours per academic year.
- iii. Per UHCCP 9.237, the normal range for assigned time for discipline coordinators shall be between 1 and 6 credit hours per academic year.
- iv. Assigned time shall be determined according to the guidelines in Appendix A.

D. Coordinator Selection, Recommendations and Chancellor's appointment

- i. Faculty members in who are Bargaining Unit 07 members shall conduct a vote through any method they deem appropriate. Voting shall take place within the program or discipline. Faculty members are eligible to vote if they have a regular teaching assignment in the program major courses or discipline. The results of the vote with a recommendation should be forwarded to the to the Division Chair for endorsement who will forward it to the Vice Chancellor for Academic Affairs (VCAA), who will endorse and forward to the Chancellor.

- ii. Should there be a consensus among the faculty in a program or discipline as to who should serve as the coordinator and the recommendation is rejected, the Chancellor should provide a written statement to the program or discipline faculty setting forth the reasons for selecting another faculty member.
- iii. In the event that there is only one full-time faculty member in a program or discipline that meets coordinator criteria, then that person shall by default be the coordinator.

E. Selection Procedure Timeline

- i. Program Coordinators will be selected in the spring semester every 3 years for terms beginning in the subsequent semester.
- ii. Discipline Coordinators will be selected in the spring semester every 2 years for terms beginning in the subsequent semester.
- iii. The timeline for the selection process in in Appendix B.

Appendix A – Coordinator Assigned Time Criteria (adapted from the Division Chair Chart in UHCCP 9.237)

Criteria for Coordinators	Levels			
	4 pts	3 pts	2 pts	1 pt
Number of course taught annual	≥30	≥20	≥10	<10
Total number of faculty	≥10	6-9	3-5	1-2
Budget	≥ \$150,000	≥ \$75,000	≥ \$50,000	≥ \$10,000
Additional Complexity Elements* coordinated per academic year: <ul style="list-style-type: none"> <li>• Program accreditation</li> <li>• Multiple sites</li> <li>• Clinical Coordination</li> <li>• Apprenticeship</li> <li>• Job Placement assistance/Coop</li> <li>• Tutors and/or other non faculty personnel</li> <li>• Commercial Enterprise</li> <li>• Grants written/PI</li> <li>• Campus Events</li> <li>• Advisory Committees</li> <li>• Select Admissions</li> <li>• Program level assessment</li> <li>• Graduate Tracking</li> <li>• Manage labs, shops, or studios</li> <li>• PCC</li> </ul> *score to be determined by dean or VCAA	Complex	Moderately Complex	Moderately Low	Low

Total Points	Assigned Time (TEs)
5-6	3
7-8	4
9	5
10+	6

### Appendix B: Program/Discipline Coordinator Selection Procedure Spring Semester Timeline

