

HCC FSEC POLICY
DIVISION CHAIR SELECTION PROCESS
April 12, 2005

A. Overview

This policy of selecting academic Division Chairs complies with the UHPA/BOR contract agreement of 2003-2009, Article XXXIII. The actions of the Chancellor described in this policy were extracted from the UHPA/BOR agreement and not dictated by the FSEC. A general description of the process is: Division faculty will nominate the prospective Division Chair. The Chancellor will accept or reject the nominee. If accepted, the Chancellor may reappoint the same person each subsequent year for up to three (3) years. If the Chancellor rejects or does not reappoint the nominated Division Chair, the Division must select another nominee. Details of the process are as follows:

B. Criteria for Division Chair Eligibility

Only Faculty Members with the Rank of 4 or 5 shall be eligible to serve as the Division Chair. If no one in these ranks is available, then a Faculty Member from the division holding a lower rank may be appointed as "Acting" Chair. Should no member of the Division be able to serve, a faculty member from another Division may be selected as an Acting Chair.

C. Division Chair Term of Service - 3 Years

The Honolulu Community College Chancellor shall initially appoint the nominated Division Chair and then reappoint that person each year for a period of up to three (3) years. The Chancellor has the authority to reject the initial nomination as well as not reappoint an existing Division Chair.

Acting Chairs shall not be reappointed to exceed two (2) consecutive years.

D. Division Chair Vacancy Announcement

When a Division Chair's term is ending; the Program Dean publicly announces the Division Chair's position during the third week of the Spring Semester. The advertising will include the approved Division Chair job description. Utilizing e-mail and other normal division communication systems, all members of the academic division will be notified of the pending vacancy.

E. Division Faculty Recommend a Division Chair

A division has considerable latitude in developing their Division Chair selection procedures. It is recommended that:

1. The selection procedures be formalized and published with the understanding that they can be changed by the majority decision of the division.
2. The existing Division Chair or a designated faculty member takes the appropriate action to initiate the nomination process.
3. Division members are given the opportunity to volunteer for the position and actively campaign if they desire.
4. The division meets and actively discusses the qualifications of the nominees.
5. A vote is taken.

A letter announcing the nominee will be forwarded to the Chancellor with copies to the Division Dean and Chief Academic Officer.

Prior to the appointment, the Chancellor will solicit input and/or consult with any faculty member of the division who has a minority opinion of the nominee. The Chancellor, will 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 by the Chancellor, the Chancellor will meet with the Division faculty members and provide a written statement setting forth the reasons for not appointing the division's nominee.

F. Timely Selection Process (by 8th Week of Spring Semester)

Whenever possible the Division Chair Selection Process will be conducted in a timely fashion to ensure an orderly transition (the new Division Chair should have the opportunity, to the degree possible, to “shadow” the incumbent Division Chair to learn the details and workings of the position). Under “normal” replacement circumstances, Division Chair selections should be announced by the 8th week of the Spring Semester.

G. Replacing a Division Chair before Term Expiration

If a Division Chair suddenly vacates or resigns before completing a term, the Chancellor will consult with the Division to appoint an emergency “Interim” Division Chair to serve until a new Division Chair is nominated in the normal process.

If there is adequate notice and an “emergency” appointment is unnecessary, as soon as a Division Chair announces a decision not to serve a full term, a new Division Chair will be selected using the above outlined Division Chair Selection Process.

H. Roles of Division Chair

Division 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 forthcoming revised UH-System Faculty Handbook. Until this handbook is approved, the duties of Division Chair can be found through the following link: <http://www.honolulu.hawaii.edu/intranet/policies/divchairs.html>

I. Division Chair Compensation

Monthly compensation for Division chairs shall not be less the \$100 per month. The size and complexity of the division and the nature of the quasi-administrative functions being performed shall determine (by the Chancellor) the specific amount of the stipend. In addition, eleven (11) month appointments and workload equivalencies will be given where appropriate to the duties and responsibilities of the assignment to Division Chair.

Recognition

The FSEC thanks David Cleveland for authoring this policy. The FSEC unanimously approved this policy on April 12, 2005.

Jim Poole, FSEC Chair