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 (CBA) between the University of Hawai‘i Professional Assembly (UHPA) and the Board of Regents of the University of Hawai‘i.

B. University of Hawai‘i Community Colleges Policy (UHCCP) 9.237 Teaching Equivalencies, Appendix 1: Division/Department Chair.

C. Kaua‘i Community College Policy (KCCP) 4-02 Division Chairs.

3. Academic Division Chair Selection Procedures

A. Appointment, duties, and compensation for Academic Division Chairs are articulated within and followed in accordance with UHCCP 9.237 Teaching Equivalencies, Appendix 1: Division/Department Chair and the current UHPA CBA.

B. Responsibilities of the Division Chair

Division Chair responsibilities are detailed in UHCCP 9.237 and KCCP 4-02.

C. Division Notification, Recommendations, and Chancellor’s Appointment.

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 BU7 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 the Vice Chancellor for Academic Affairs (VCAA). The VCAA will then provide those written results to all Division members and the Chancellor. The Chancellor then announces his/her Division Chair appointees and follows the UHPA CBA for doing so and when Faculty Member consensus is rejected.

D. Selection Procedure Spring Semester Timeline

- **Week 3**: The Division Office Assistant (DOA) emails all Division Faculty members and requests nominations.
- **Week 4**: The DOA places nominees' names on next Division meeting agenda for discussion.
- **Week 6**: The Division discusses nominees at the Division meeting.
- **Week 7**: The Division votes by secret ballot facilitated by IR.
- **Week 8**: The IR sends results to VCAA who transmits to the Division and Chancellor.
- **Week 10**: The Chancellor announces Division Chair appointees.