

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. Kaula‘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 member(s) 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 nominator(s) to elicit consent to serve from the nominee(s). Once nominee(s) have been identified within the division and placed on the meeting agenda, the division will meet to discuss the nominee(s). 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 vice chancellor for academic affairs (VCAA) or designee of the nominees and names of eligible division voting members. The VCAA (or designee) 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 by the VCAA and reported to all division members and the chancellor. The chancellor then announces his/her/their division chair appointee following the UHPA CBA process.

D. Selection Procedure Spring Semester Timeline

