

Prepared by the Office of the Executive Vice President for
Academic Affairs/Provost
This is a NEW Executive Policy.

UNIVERSITY OF HAWAI`I

EXECUTIVE POLICY - DEPARTMENT CHAIRS, SPECIAL PROGRAM DIRECTORS AND
CHAIRS OF ACADEMIC SUBDIVISIONS, AND COOPERATING TEACHERS/COUNSELORS
AND OBSERVATION/PARTICIPATION TEACHERS

May 2011

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E5.219 - Department Chairs, Special Program Directors and Chairs of
Academic Subdivisions, and Cooperating Teachers/Counselors and
Observation/Participation Teachers

I. INTRODUCTION

This Executive Policy embodies former Board of Regents Policy relating to Department Chairs, Special Program Directors and Chairs of Academic Subdivisions, and Cooperating Teachings/Counselors and Observation/ Participation Teachers. With the Board of Regents delegation of authority to the President relating to Department Chairs, Special Program Directors and Chairs of Academic Subdivisions, and Cooperating Teachings/Counselors and Observation/ Participation Teachers, the intent of this Executive Policy is twofold. First, this Executive Policy maintains the policy-based administrative infrastructure created by Board policy relating to Department Chairs, Special Program Directors and Chairs of Academic Subdivisions, and Cooperating Teachings/Counselors and Observation/ Participation Teachers. Second this policy serves to transition the administration of the administrative infrastructure from Board policy to Executive Policy promulgated by the President.

II. PURPOSE

The purpose of this executive policy is to describe the roles, functions, duties, compensation, selection processes and qualifications for Department Chairs, Special Program Directors and Chairs of Academic Subdivisions, and Cooperating Teachings/Counselors and Observation/Participation Teachers.

III. RESPONSIBILITIES

It shall be the responsibility of the President to promulgate a policy in consultation with University executives setting forth the duties, responsibilities, qualifications, guidelines and timelines for selection, conditions for appointment, compensation and other administrative requirements for the following Board of Regents appointees Department Chairs, Special Program Directors and Chairs of Academic Subdivisions, Graduate Assistants, Lecturers, and Cooperating Teachers/Counselors and Observation/Participation Teachers. The President or designee shall have the authority to make appointments that conform to policy.

IV. GUIDELINES

A. Department Chairperson.

The chair is responsible to the dean of the college for the following functions as they apply to the department: providing the courses required by the curricula of the various colleges; preparation of the department budget; expenditure of funds allocated to the department; recommendations for reappointments and for appointments to unfilled positions; recommendations for promotions; rating of faculty members not on permanent tenure; assignment of courses and proper departmental balance of teaching load; textbook orders; supervision of instruction; direction of graduate assistants; assistance with registration during both the academic year and the summer session; improvement of instruction and encouragement of research; implementing University rules limiting "overload" teaching and other compensated work. In some colleges, some or all of these functions are consolidated in the office of the Dean. Under the leadership of the Dean of the College, the department chair meet periodically to consider matters of common concern. Appointment of a department chair at the University of Hawai'i at Mānoa shall be made in accordance with the following procedure

1. Only persons with the rank of associate professor or of professor are normally eligible for the chair. If no one in these ranks is available, a member of a lower rank, or some appropriate person elsewhere in the College, is appointed as acting chair.

2. After receiving suggestions from the college dean (following the latter's consultation with members of the department), the Chancellor appoints one member of each instructional department as department chair with the concurrence of the President and the Board of Regents.
 3. The deans' consultation with faculty members prior to recommendations on department chair may take a variety of forms depending upon such factors as the size of department, formal structure and internal relationships. Whatever form it takes, however, it should be comprehensive and effective, so the dean has the benefit of the advice of each member of the department in Rank 3 or above and those of Rank 2 with tenure. When written nominations are used, these are not to be construed as votes, since the majority opinion is not the only factor the dean must consider in selecting the persons he/she considers most likely to lead the department most effectively. When there is serious or widespread disagreement among the members of a department as to which person should be chair, or when the dean does not accede to the prevailing view expressed by a department, the dean shall include with his/her own recommendation to the Chancellor a written statement setting out the dissenting viewpoints and his/her analysis of the situation.
 4. Appointments are usually announced in the early spring. Department chair are normally appointed for three-year terms, although appointments for shorter terms are made when necessary. Reappointment of a chair at the end of a term, as the appointment of a new chair, is preceded by a dean's consultation with faculty members as set forth above.
 5. Faculty personnel appointed to serve as department chair may receive additional compensation in the form of released time from regular faculty responsibilities and/or change from 9 to 11-month appointments and/or monthly stipends. The specific amount of the stipend is determined by the size and complexity of the department.
- B. Special Program Directors and Chairs of Academic Subdivisions. Faculty personnel may be assigned extra administrative duties and responsibilities wherein the

administrative function is not primary or not permanent. Faculty personnel serving in these capacities may receive additional compensation in the form of released time from regular faculty responsibilities and/or change from 9 to 11-month appointments and/or monthly stipends. The specific amount of the stipend is determined by the size and complexity of the department, program, or institute and the nature of the administrative duties.

- C. Cooperating Teachers/Counselors and Observation/Participation Teachers. The President or his/her designee shall have authority to appoint cooperating teachers/counselors and observation/participation teachers in accordance with the following guidelines:
1. Teacher preparation candidates must undergo at least one semester of practice teaching as part of their pre-service training.
 2. Counseling & Guidance students must participate in a practicum for at least one semester as part of their pre-service training. The practicum may be completed within the University of Hawai'i or in other educational institutions or under the supervision of private practitioners.
 3. The cooperating teachers/counselors and observation/participation teachers who participate in these programs observe, supervise, advise students on performance and finally evaluate the students. The cooperating personnel are professional people established in the communities and are expected to be full-time teachers or practitioners.
 4. The appropriate Dean or Director of an educator preparation program may appoint cooperating personnel subject to the following conditions:
 - a. The Dean or Director will ensure that each person appointed meets the professional standards required by the College.
 - b. Appointments may be for one semester at a time or for the academic year if the requirement is evident.

- c. Cooperating personnel may be paid a stipend which is to be determined by the President or the President's designee.
- d. Such appointments are part-time and temporary in nature and any indication of continued employment is not intended or implied.