

***DRAFT***

April 9, 2007

**MEMORANDUM**

**TO:** Chancellors

**FROM:** Linda K. Johnsrud  
Vice President for Academic Planning and Policy

**SUBJECT: DUTIES OF ACADEMIC CHAIRS**

The current (2003-2009) UHPA contract states in Article XXIII.D:

*Academic 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 revised UH-System Faculty Handbook.*

In response to this statement, the Council of Chief Academic Officers reviewed the duties of Department Chairs as found in BOR Policy Chapter 9-1 a. (3)

- (3) 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 (Sept. 10, 1964; Oct. 21, 1988):

- (4) 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. (Oct. 21, 1988)

The Chief Academic Officers revised the duties of Academic Chairs as listed below:

The department/division chair is responsible to the dean of the college or the vice chancellor for academic affairs/dean of instruction for the following functions as they apply to the department/divisions:

- Engage the department in strategic visioning and planning;
- Provide a quality academic program with demonstrated support for student success;
- Provide the courses required by the curricula;
- Prepare the department/division budget;
- Monitor expenditure of funds allocated to the department/division and ensure the proper management of department budget within annual planning guidelines;
- Recommend reappointments and appointments to unfilled positions;
- Complete independent assessment on tenure and promotion decisions;
- Ensure post-tenure review is conducted effectively;
- Assign courses and ensure proper departmental or divisional balance of teaching load;
- Ensure that program reviews are completed in a timely manner;
- Oversee the direction of graduate programs;
- Assist students, faculty, and staff with course registration, tracking of course enrollment, and determination of appropriate number of sections offered;
- Foster improvement of instruction and encouragement of scholarly activities
- Advise faculty regarding professional development;
- Maintain accreditation standards with regard to educational effectiveness and student learning outcomes;
- Ensure proper advising for students;
- Ensure proper processes are followed to resolve disputes between faculty and students;
- Implement University rules on overloads and compensation work.

This proposed revision is provided for your review and comment. Our plan is to revise the BOR policy on Department Chairs to be more general in nature, move some of the specifics currently in the BOR policy and the revised duties into a new Executive Policy on Academic Chairs.