

Associate Chair and Division Heads

Selection and Appointment Procedures:

Each of the three divisions within the Department of Oceanography, Biological Oceanography (BOD), Marine Geology and Geochemistry (MGGD), and Physical Oceanography (POD), will present to the Department faculty a nominee for approval as Division Head. Nominations will be made in late April-early May. Approval of the Division Heads will be by the regular Department faculty, by secret ballot. Upon the approval of the Department faculty, the Division Head will serve a three-year term (starting on July 1), in the third year the senior Division Head will serve as the Associate Chair of the Department of Oceanography and the Chair of the Marine Science Building Space Committee.

The selection of Division Heads will be staggered. The BOD Head will be elected in years evenly divisible by 3 (e.g., 2022, 2025, 2028), the MGG Head in the following year (e.g., 2023, 2026, 2029), and the PO Head in the year following that (e.g., 2024, 2027, 2030). This cycle will be repeated in subsequent years.

In the event that a Division Head resigns before the completion of their term, the Respective Division will nominate a replacement Department faculty to complete the term. Approval will be by the regular Department faculty, by secret ballot.

Division Head Duties and Responsibilities:

1. Ensure that funds designated for the division are allocated to the divisions in a reasonable way
2. Call and set agendas for division meetings
3. Act as point of contact between division and Department office
4. Form internal division ad hoc committees as needed
5. Seek nominations for division members to serve on Department committees
6. Supervise division administrative staff
7. Participate in Division Head meetings with the Department Chair
8. Serve as Department representatives to the SOEST Research Council
9. If a division should vote on a divisional policy or procedure, ensure that Department Voting Policy is followed (Oceanography faculty: Qualifications, Duties, Rights and Procedures
https://www.soest.hawaii.edu/oceanography/faculty/faculty_classification.pdf)
10. If the Division Head will be absent for a short (< 4 months) period of time, another division member will be appointed by the Division Head and for the duration of the absence.
11. If the Division Head will be absent for a protracted (> 4 months) period of time, another division member will be appointed by the Division Head and, pending approval by the regular Department faculty by secret ballot, will act as Division Head for the duration of the absence.

Associate Chair Duties and Responsibilities:

1. Continue to fulfill regular duties of Division Head and, in addition:
2. Work closely with the Chair and accept responsibilities and duties delegated by the Chair. These duties may change from year to year to optimize the experience and expertise of the individual filling the role of Associate Chair.
3. Accept all responsibilities and duties of the Chair during the Chair's absence.
4. If the Associate Chair will be absent, one of the standing Division Heads will be appointed by the Chair to act as Associate Chair for the duration of the absence.