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**Memorandum**

To: Dr. Donald Straney, Chancellor, UH-Hilo  
Dr. Matt Platz, Vice Chancellor of Academic Affairs, UH-Hilo  
Dr. Susan Brown, Interim Dean, College of Arts and Sciences, UH-Hilo

CC: Natural Science Division Faculty

From: Department/Division Chairs, representing the faculty – Division of Natural Sciences

Subject: Recommendations for the Development of the College of Natural and Health Sciences

Date: November 23, 2016

This letter is in response to the Chancellor's Blog of September 6, 2016, which describes some of the elements involved in developing the new College of Natural and Health Sciences. Because this activity will significantly impact our departments, students, and the University for years to come, we respectfully provide the following recommendations, including procedural outlines for the formation of our new College. All affected departments provided input into this document. Vote tallies for each department on these recommendations follow the signatures of the department chairs.

Interim Dean Selection

We recommend that the selection process for the Interim Dean be transparent and include faculty input and support.

Our preferred process for the selection of the Interim Dean is that a nomination committee, consisting of the department chairs within the proposed college, be formed. The committee will accept nominations (including self-nominations), request information from candidates, obtain faculty input on nominees, review information, and offer nominees to the Administration. Information that will be requested from candidates includes a cover letter stating their desire and qualifications to lead the new college and their C.V. The committee will provide a list of at least two nominees for consideration to the Administration, which then selects the Interim Dean from that list. This suggested process is well established and was used previously for the interim CAS Dean's and Associate Dean's searches.

To ensure that the transition from Division to College is effective and sustainable, we recommend that the Interim Dean serve for a minimum of one year, preferably two. We recommend that the Interim Dean lead the transition process for development of our new College with input from Administration, faculty, and staff.

### Transition Team and Process

We recommend that a Transition Team for the development of our new College of Natural and Health Sciences be established to work closely with faculty, staff, and Administration to complete the transition process. The Transition Team will be composed of the Interim Dean, faculty members from four different departments within the new college, and one Health Science or Natural Science staff member. If additional departments are included in the proposed College of Natural and Health Sciences during the reorganization process, additional members to the Transition Team may be added to represent them. Each department will provide a candidate for the faculty and staff positions. The final team composition will be selected by vote open to the entire faculty and staff of the departments in the new college. People receiving the highest number of votes will form the Transition Team, with the caveat that no department will have more than one representative, whether it be faculty or staff, on the Team. If people from the same department receive the votes, Team membership will fall to the person(s) with the most votes in a department (or departments) without representation.

The Transition Team will develop and establish the: 1) Structure and Organization of the College, 2) Policies and Procedures, 3) Duties and Responsibilities, and 4) Faculty and Staff Workload. We recommend the Transition Team function until predetermined benchmarks are reached as agreed upon by the faculty, Interim Dean, and Administration. The Transition Team will have the responsibility of working closely with Administration, department chairs, faculty, and staff to ensure that supported actions for a successful and effective transition occur.

The transition process will also be transparent, with frequent, bilateral communications with Administration and the departments.

The timetable for Dean selection and College development process will be established following approval of the new College of Natural and Health Science

### Dean Selection

Upon conclusion of the actions established by and for the Transition Team and the Administration, our goal is to have well-documented policies and procedures in place, enabling our new College to function effectively. Next, a national search for a qualified academic with experience at the Dean level or equivalent is expected. A qualified Dean can step into the newly established college structure and work effectively with faculty and Administration to move the new College in strategic, innovative directions. These new directions will support all natural science and health-related disciplines in expanding their scope and quality. The selection process for the Dean will also be a transparent process, following a similar path as described above for the selection process for Interim Dean.

Please let us know when we can meet with you to discuss our recommendations. We would be glad to provide input on specifics for the Transition Process for our new College.