

**Procedures for Selection of Natural Sciences and Social Sciences
Division Chairs and the Director of Nursing**

Approved by faculty in the College of Arts and Sciences,
University of Hawai'i at Hilo
March 2015

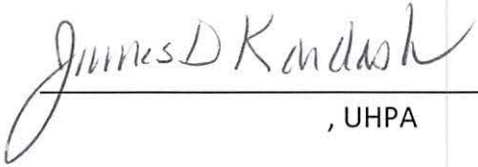
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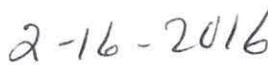
Matthew Platz
Vice Chancellor for Academic Affairs
University of Hawaii at Hilo



Date



, UHPA



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and the Director of Nursing**

In this document, "DC" refers to division chair or the director of the school of nursing. "Faculty" refers to all faculty represented by UHPA (I-2, I-3, I-4, I-5, and Junior Specialist).

Procedures for 2015-2016 Academic Year and beyond

The 2015 appointment of Natural Sciences and Social Sciences DCs and the Director of the School of Nursing will be conducted in accord with paragraph C of Article XXIII of the UHPA contract. In accordance with sub-section e of paragraph B of Article X of the contract, the faculty recommendations shall be based on a majority vote of all bargaining unit faculty members in the Division or the School of Nursing.

The procedures are as follows for 2016-2017 and beyond.

1. The Dean distributes a description of the DC's or Director's duties and sends out a call to the unit faculty to nominate DC candidates, who must be at the rank of I-4 or I-5. Self-nominations are appropriate.
2. After checking with each nominee to make sure that he/she is willing to serve, the Dean asks the candidate to produce a one-page statement that addresses what he or she hopes to accomplish as DC.
3. The current DC or Director produces a ballot with the names of all the candidates and distributes it—and the one-page statements—to the unit faculty. Faculty are given two weeks to complete their ballot and return it to the division secretary, who stores them in a closed ballot box. It is a secret ballot.
4. At the conclusion of the voting period, the votes are counted by two people, and the Division secretary communicates the results to the Dean and the unit faculty.
5. The faculty recommendation for DC shall be the candidate receiving a majority of votes cast. If there is no majority, then a runoff election shall be held with the top two candidates. If there is only one nominee, then an election is not necessary.
6. The Dean selects the successful candidate based on the faculty recommendation and on feedback gathered at his/her discretion, as appropriate.
7. If the Dean's selection differs from the faculty recommendation, then the Dean must meet with the faculty and provide a written statement setting forth the reasons for selecting another candidate. This ensures compliance with paragraph C of article XXIII of the UHPA contract.