Duties and Responsibilities of Chairs

University Policy
"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 meets periodically to consider matters of common concern . . . ." See UH Executive Policy, E5.219, Sec. IV.A; previously BOR Policy Section 9-1a(3).

UHPA
"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 written Memorandum of Understanding agreed to by the parties." See Collective Bargaining Agreement, Art.XXIII.D

In addition to supervising members of other collective bargaining units, faculty may and do supervise other faculty. Faculty, i.e. academic department chairs, do supervise and manage other faculty, e.g. in determining course assignments . . . They are expected to supervise collegially. See Correspondence between UHPA and University Administration.

HPERB (Hawaii Public Employment Relations Board)
"The department chair[], as the administrative officer of the department, is responsible to the Dean for the functioning of his [or her] department. The chair[] prepares the departmental budget after consultation with the other members of the faculty. He [or she] makes recommendations for appointments and reappointments to faculty positions, evaluates the faculty and makes recommendations for promotion and tenure. The department chair[] is also charged with the responsibility of supervising the instruction presented, making course assignments and assuring a proper departmental balance of the teaching load." See In re Matter of Hawaii Federation of College Teachers, HGEA and the Board of Regents of the University of Hawaii, I-21 HPERB 233, 238-239 (1972).

"The chair[], as part of the administrative line of communications of the University, relays recommendations and policy decisions between the Dean and the faculty. It is the duty of the chair[] to serve as the communication link between the faculty and the administration." See In re Matter of Hawaii Federation of College Teachers, HGEA and the Board of Regents of the University of Hawaii, I-21 HPERB 233, 238 (1972).
"Although the department chair[] is the administrative officer of the department, he [or she] is more of a leader, innovator, moderator and executor than an autocrat with large vested authority. He [or she] is the first among equals. He [or she] is expected to consult with the faculty of the department before making decisions since all are equally entitled to participate in the formulation of departmental policy." See In re Matter of Hawaii Federation of College Teachers, HGEA and the Board of Regents of the University of Hawaii, I-21 HPERB 233, 238 (1972).

Course Assignments/Workload

"Based upon the teaching demands placed upon the division or department by curriculum, the Chair, after consultation with division or department Faculty Members, will identify the total instructional workload requirements to be met for the academic year. Using the planned professional objectives and activities of the Faculty Member, and the objectives of the division or the department, the Chair and the Faculty Member will determine the Faculty Member's instructional workload in accordance with Board of Regents' Policy 9-16. In every case the assignment of credit hours shall take into account other aspects of the Faculty Member's responsibilities, e.g., research and service. In some cases, Faculty Members may not be assigned any course credit hour teaching." See Collective Bargaining Agreement Art.IX.B.3

1. The Chair of the Department will discuss with that faculty member the courses to be assigned prior to implementing the course schedule. The term "Chair of the Department" includes individuals with the authority to act as the Chair in cases when the individual who holds the title "Chair" is unavailable. These individuals may include the acting chair, vice chair, assistant chair or associate chair. See Excerpts of Settlement Agreement between the University and UHPA.

2. If requested by a faculty member, the Chair of the Department will discuss with that faculty member changes made to the course assignment. See Excerpts of Settlement Agreement between the University and UHPA.

3. If there is an emergency that makes having a discussion over course assignments difficult, the Chair of the Department may implement the course assignments prior to having a discussion with the affected faculty member. If requested by the faculty member, the Chair will discuss the course assignment with the faculty member as soon as possible after implementing the course assignments. See Excerpts of Settlement Agreement between the University and UHPA.

4. The Chair makes the final decision on the assignment of courses to faculty members. In the event the faculty member and the Chair disagree over the course assignment, the Chair has the authority to decide the course schedule. See Excerpts of Settlement Agreement between the University and UHPA.

5. The discussion process shall not be used to deliberately impede the implementation of the course schedule, or for harassment and intimidation purposes. The assignment of courses shall not be used in a punitive manner. See Excerpts of Settlement Agreement between the University and UHPA.