

Kapi'olani Community College
Faculty Senate Action Request - # 1617026

Did you request action from a union representative?	If YES, please contact your department or campus union representative.
Is this a personal matter?	If YES, please consider discussing the matter with your supervisor or union representative.
Have you filed a grievance/law suit over this matter?	If YES, please allow the grievance process to be completed before the matter is brought to Faculty Senate.
Timestamp in Google Doc:	3/1/2017 14:50:01
Submitted By:	Aaron Chau
UH User Name:	achau
Academic Unit:	Culinary Arts
Did you request action from a department head or administrator?	Yes
Is this a departmental matter?	Yes
Is this a college wide matter?	Yes
Is this a system wide matter?	Yes
Does this matter align with the responsibilities of a Faculty Senate Committee? If YES, which one?	Professional Rights and Responsibilities
Does this matter align	NA

with the College's Strategic Plan? If YES, which one?	
Does this matter align with the UH System Strategic Directions? If YES, which one?	NA
Is there a relevant deadline for action by the Senate? If you answered YES, please indicate the deadline date:	
Please describe the action requested:	<p>The Committee recommends that all teaching faculty serving as department chairs receive a minimum of 21 credits of release time, and that all counseling faculty serving as department chair receive a minimum of 80% counseling workload release time. By setting the minimum compensation to 21 TEs / 80% workload release (WR) is equitable, because additional TEs/WR may be awarded as necessary. A careful analysis of the KCC Department Chair Duties and Responsibilities, KCC Department Chair that DCs in large departments should receive 27 TEs, because their DC duties require over 40 hours/week, a full-time job.</p> <p>Link to Department Chair's Responsibilities: https://www.google.com/url?q=https%3A%2F%2Fdocs.google.com%2Fa%2Fhawaii.edu%2Fspreadsheets%2Fd%2F1ITFJ-HDP1kenlprt8_XiM7dz4kUI-9eybpwbl8MCUK%2Fedit%3Fusp%3Dsharing</p>
Proposed Recommendation:	<p>All Department Chairs have similar duties and responsibilities. In addition, Department Chairs should teach at most one course per semester.</p> <p>Their responsibilities require more than 12 TEs per year to fulfill, regardless of the size of the department. Since faculty in larger, more complex departments would not be receiving less compensation than they are now, offering a minimum of 21 TEs / 80% workload release can only be an incentive to fill the assignments.</p>
Other:	<p><u>Background:</u></p> <ol style="list-style-type: none"> 1. An Action Request dated 2013-09-16 requested that Faculty Senate "review the implementation of UHCCP #9.237, especially in regards to Department Chairs." 2. In a memo dated 2013-10-13, Chancellor Leon Richards approved a minimum of 12 TEs per year for all department chairs. A handwritten comment dated 2013-10-16 states "with additional refinements and explanations to follow." Those refinements and explanations were never provided. 3. A Report on Teaching Equivalencies for Department Chairs was submitted by this committee (Susan Jaworowski, Chair) on 2013-11-03 pointing out several inadequacies with the "Guide to Determine Minimum Teaching Load for Division/Department Chairs" in UHCCP #9.237. 4. A Report on Teaching Equivalency for Faculty Serving as Department Chairs was submitted by this committee (Susan Jaworowski, Chair) on 2014-04-28 recommending that "all teaching faculty serving as department chairs receive the full 21 credits of release time for chairs as provided in UHCCP Policy 9.237, and that all counseling faculty serving a department chair receive 80% counseling workload release time." 5. As a result, Faculty Senate submitted Resolution 05052014-06 dated 2014-05-06 to

- Chancellor Leon Richards with the above recommendation.
6. On 2014-10-28, Chancellor Richards approved a memo from VCAA Pagotto and Interim VCAS Furuto which advised not implementing Faculty Senate Resolution 05052014-06.
 7. To date, no further action has been taken on this issue.

Recommendation: The Committee recommends that all teaching faculty serving as department chairs receive a minimum of 21 credits of release time, and that all counseling faculty serving as department chair receive a minimum of 80% counseling workload release time.

Rationale:

The research of this committee in 2014 resulting in #4 and #5 above was thorough, and their conclusions were valid. Building on that work, discussions throughout the semester by this committee following additional study, consultation with department chairs, and reflection have culminated in the committee's understanding that:

- All Department Chairs have similar duties and responsibilities. In addition, Department Chairs should teach at most one course per semester.
- These responsibilities require more than 12 TEs per year to fulfill, regardless of the size of the department.
- Because current compensation is insufficient, currently nobody wants to serve. In the 2014-10-28 memo (#6 above), 3 reasons in a bulleted list were cited for not awarding 21 hours minimum release time to department chairs.

Each of these is rebutted in the following:

- It is inequitable.
Response: Setting the minimum compensation to 21 TEs / 80% workload release (WR) is equitable, because additional TEs/WR may be awarded as necessary. A careful analysis of the KCC Department Chair Duties and Responsibilities show that Faculty DCs in large departments should receive 27 TEs, because their DC duties require over 40 hours/week, a full-time job.
- It conflicts with the language of UHCCP #9.237.
Response: It was unclear to the committee what conflict exists, since the tables on page 9 of UHCCP #9.237 are labeled non-prescriptively as a "Guide" and "Benchmarks". Admittedly the policy is outdated and inadequate, but it does not intend to prevent a fair deal for DCs.
- It would be a major disincentive for faculty in the larger, more complex departments to become a department chair, and assignment that even now is hard to fill.
Response: Since faculty in larger, more complex departments would not be receiving less compensation than they are now, offering a minimum of 21 TEs / 80% workload release can only be an incentive to fill the assignments.

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Action Taken:	Date:
Outcome:	Date: