Memo to:  Douglas Dykstra, Dean of Instruction  
From:  Marilyn Bader, MNS Dept. Chair  
Date:  February 15, 2005  
Subject:  Procedures for Determining the MNS Department Chair  

In accordance with the 2003 - 2009 Agreement between the University of Hawaii Professional Assembly (UHPA) and the Board of Regents (BOR) of the University of Hawaii, Article XXIII, Appointment, Duties and Compensation for Academic Chairs, Section C, "Faculty Members in the various Departments, Divisions, or Programs shall meet to consider the recommendation of a Bargaining Unit Member to serve as Chair."

The Math and Natural Sciences Department Faculty met on Friday, February 4, 2005, to discuss the procedures for the determining a Department Chair and the selection of the Department Chair.

After considerable discussion, the following was the consensus of the Math and Natural Sciences Faculty:

- Faculty members will nominate candidates for Department Chair by writing their names on a slip of paper and submitting that slip of paper to the Secretary of the Department.
- Upon receipt of the names of nominees, the Secretary shall place the names of the nominees on a ballot.
- The Secretary shall administer a "survey" of the Faculty of the Math and Natural Sciences Department to determine which candidate receives a majority of the votes. The nominee who receives a majority of the votes shall be the candidate who has been selected, by consensus, to be recommended to the Chancellor as Department Chair.
- The term for the Department Chair shall be one academic year.