

APPROVED:

UHPA

J. M. S. D. Kondach 10/25/2018
Date

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Mānoa Chancellor's Office

M. B. ... 11/2/18
Date

PROCEDURES FOR SELECTING A NEW CHAIR
DEPARTMENT OF MATHEMATICS

Approved by the faculty on October 5, 2018

The personnel committee will call for elections during the Spring semester of the current chair's final term in office. The personnel committee will adhere to the following voting procedures, collect and tabulate the votes, announce the results and inform the Dean in the manner described below.

1. Each nonvisiting faculty member will be given a ballot with the names of all eligible candidates. The ballot is to be marked by placing a check by each candidate that the voter would approve of for the chairmanship.

Here the list of eligible candidates consists of all tenured faculty members of rank 4 or 5. The ballot will indicate which faculty members are planning on a leave of absence and the period of the leave.

2. A ballot box will be available in order to maintain confidentiality. After a reasonable period of time (faculty members off campus will be allowed to participate by mailing their ballots), the ballot box will be closed and the personnel committee will tabulate the results.

3. The personnel committee will present to all bargaining unit faculty members of the department a list of at least three names of faculty members with the highest approval ratings, along with their respective ratings. It will be the responsibility of the personnel committee to determine the number of names on the list.

4. The selection process in step 3 could result in a conflict of interest for a member of the personnel committee who also receives a top or nearly top approval vote. In such a circumstance, that person will remove himself or herself from the deliberations. In the unlikely event that the personnel committee is reduced by such conflicts of interest to fewer than three members, then additional faculty members will be chosen by lot (excluding the present department chair and those members for which this conflict exists) so as to maintain at least three members.

5. There will be a secret-ballot vote of all bargaining unit faculty members of the department on whether or not to approve the DPC's list. If the "Yes" votes exceed the "No" votes the list is deemed approved by a majority and passed to the Dean along with the approval rankings. The rest of the election results will remain confidential.

6. If the DPC's list is not approved, the DPC, after consulting with the faculty, will make a revised list and the vote in step 5 will be repeated. If the second vote also fails to get a majority, the DPC will give the Dean both lists and explain neither was approved by the majority.

The Dean can then use this information along with letters from individual faculty members to make his or her decision. The personnel committee will also explain to the Dean our method of voting.

Approved by 16-0-1 by vote of the tenured and tenure track faculty in the Department of Mathematics. October 5, 2018.