

New

COMMITTEE NAME: Faculty and Staff Development

MEMBERSHIP:     ELECTED                     APPOINTED                     VOLUNTEER  
                          PART-TIME                     FULL-TIME                     TENURED

COMPOSITION:    At least eight (8) members

1. Coordinator appointed by the Chancellor
2. Two (2) faculty representatives
3. One (1) representative from Student Affairs
4. One (1) representative from West Hawaii
5. One (1) clerical representative
6. One (1) APT representative
7. Other volunteers

Note: The Faculty and Staff Development Committee Coordinator will receive three (3) credit hours of reassigned time or the equivalent each semester, with the exception of members in HGEA BU 03 and UPW BU 01.

*same as College Council*

FUNCTION/PURPOSE:

1. Coordinate and present programs to promote organizational development, professional and personal development of college personnel.
2. Provide opportunities for social networking.
3. Maintain the Employee Handbook.
4. Coordinate and conduct orientations for new employees.

MEETING DATES/TIMES:                    Once a month during the academic year, or as needed.

APPOINTMENT TERM:                    1 year

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*Note: The Staff Development Coordinator will receive three credits assigned time.*

FUNCTION/PURPOSE:

1. Create and present programs to promote organizational development, professional and personal development of college personnel.
2. Provide opportunities for social networking.
3. Maintain the library of staff development materials.
4. Serve as a clearinghouse for general workshops, conferences, and seminars.
5. Establish information networks for various campus interest groups.
6. Maintain Faculty and Staff Handbook.
7. Maintain Academic Advising Handbook.

MEETING DATES/TIMES: Once a month

APPOINTMENT TERM: 1 year