

University of Hawai'i - West O'ahu

EDUCATION DIVISION

DIVISION PERSONNEL COMMITTEE (DPC) PROCEDURES

PURPOSE:

The purpose of the Division Personnel Committee (DPC) is to review and make recommendations on contract renewals and tenure and/or promotion applications submitted by faculty in the University of Hawai'i West O'ahu (UHWO) Education Division.

COMPOSITION:

1. The Education Division Personnel Committee shall be composed of no less than three (3) and no more than five (5) tenured faculty members in the Education Division, excluding the Division Chair and any faculty on Sabbatical or extended leave.

For DPC actions involving Education Division faculty, faculty may request that one of the DPC members must have expertise in their discipline.

2. In the event that there are more than five (5) tenured faculty, excluding the Division Chair and any faculty on Sabbatical or extended leave, three (3) to five (5) tenured faculty from the Education Division shall be elected to the DPC by a secret ballot vote of all full-time faculty at the first meeting of the Division in the fall semester.

In the event that there are fewer than three (3) tenured faculty in the Education Division, excluding the Division Chair and any faculty on Sabbatical or extended leave, UHWO tenured faculty from *outside* the Education Division shall be invited to serve on the committee by the Chancellor or Chancellor's designee, in consultation with the Division Chair.

3. Education Division DPC actions require at least of the DPC members have expertise in the discipline for each applicant under consideration.

In the event there are *no* tenured faculty in the Education Division with expertise in the faculty member's discipline, one UHWO tenured faculty with this expertise from outside the Education Division shall be invited by the Chancellor or Chancellor's designee to serve on the Education DPC for the specific action being considered.

In the event there is *no* UHWO tenured faculty with the faculty member's expertise, one tenured faculty with this expertise from UH Hilo or UH Manoa shall be invited by the Chancellor or Chancellor's designee to serve on the Education DPC for the specific action being considered.

Promotion actions require faculty members of equal or higher rank to which the applicant is applying to vote. If there are not sufficient Education Division faculty of such rank, UHWO faculty from outside the Division of Education shall be invited by the Chancellor or Chancellor's designee to serve on the Education DPC for the specific action being considered.

4. The Chair of the DPC shall be elected annually from among the tenured faculty members elected that year to the DPC.
5. All applicants for promotion and/or tenure may submit a list of one (1) UHWO, tenured Education Division faculty and up to two (2) non-UHWO tenured faculty that they wish to exclude from the DPC reviewing that faculty member's application. Faculty so listed shall be excluded from reviewing the faculty member's application.

Exclusion does not apply to contract renewal actions.

6. Only tenured faculty who are members of Bargaining Unit 07 may vote on tenure and contract renewal applications, and only faculty members of equal or higher rank to which the applicant is applying may vote on promotion applications. The Division Chair will verify the membership of the DPC members in Bargaining Unit 07.

Tenured faculty members who are applying for promotion to Full Professor may concurrently serve on DPCs that address applications for tenure and promotion to Associate Professor or contract renewals for Assistant or Associate Professor.

OPERATION

1. Assessments by the DPC regarding tenure and promotion, as well as contract renewal, shall be made on the basis of the current UHWO Criteria and Guidelines for Faculty Tenure-Promotion Application. Go To: [17_Faculty Evaluation \(contract renewal, tenure &/or promotion, post-tenure review\)](#)
2. Assessments must also be consistent with all relevant provisions in the Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i.
3. The DPC may devise its own internal procedures to facilitate the handling of the applications, dossiers and assessments to which it is assigned. No anonymous materials shall be made a part of any dossier. All full-time Education Division faculty may participate in establishment of general policies and procedures of the Education DPC.
4. In order to protect and enhance the integrity of the process, the DPC shall proceed with utmost discretion and in a confidential manner. The voting shall be done by secret ballot. At least three votes on each contract renewal, tenure and/or promotion application are required. Faculty may not abstain from voting.

An applicant shall neither attempt to influence or communicate with the Committee about the application nor influence its members. Furthermore, faculty members participating in personnel committees have the responsibility to avoid any perceived conflict of interest and shall recuse themselves from the process should such conflicts arise.

5. All committee members are required to sign the appropriate assessment and recommendation page on the Tenure/Promotion application form.
6. As soon as the committee review process is completed, the DPC Chair shall consider the evidence, make one (1) written assessment of strengths and weaknesses of each applicant, attach a recommendation if they so desire, and deliver it to the Division Chair by the established due date. If necessary, minority reports or statements should be allowed and included as a part of the report.
7. At no time shall the Division Chair either participate in DPC deliberations or influence the committee's written assessment. The Division Chair shall make an independent assessment of the dossier, along with an independent recommendation, and forward the dossier to the Vice Chancellor for Academic Affairs by the established due date.

CONTRACT RENEWAL

1. Recommendations for contract renewal require that the faculty member's performance be assessed for strengths and weaknesses and rated as satisfactory, that there is a continuing need for the faculty member's services, and that the faculty member has made the professional improvement or has demonstrated the professional and personal qualities needed by the Division. A positive assessment does not necessarily assure renewal of appointment.
2. The Reappointment Recommendation Form is initiated by the Division Chair and provided to the DPC. The form provides for an assessment of the faculty member's performance by the Division Chair and DPC.
3. The DPC shall complete a review and include an assessment and recommendation with the form and transmit the material to the Division Chair who will also make an independent assessment and recommendation.
4. The Division Chair will review the assessment and recommendation with the applicant before forwarding the materials to the VCAA by the established deadlines.

AMENDMENTS

1. Amendments to these procedures may be proposed by a majority vote of all full-time tenured and tenure-track faculty and must be forwarded for review, approval, and filing as

required by the Chancellor and UHPA, as required by the Bargaining Unit 7, Collective Bargaining Agreement.

Approved by the Education Division:

Mary Heller 9-6-19
Division Chair signature Date

Approved by the UHWO VCAA:

Jeffrey Muf 9/5/19
VCAA signature Date

Approved by the UHWO Chancellor:

Robert Br SEP 10 2019
Chancellor signature Date

Approved by UHPA:

James D Kardash 9/6/19
UHPA signature Date