

University of Hawai'i-West O'ahu

MATHEMATICS, NATURAL AND HEALTH SCIENCES DIVISION DIVISION PERSONNEL COMMITTEE (DPC) PROCEDURES

PURPOSE

The purpose of the Division Personnel Committee (DPC) is to review applications and make recommendations on contract renewals and tenure and/or promotion applications for faculty in the Mathematics, Natural and Health Sciences (MNHS) Division.

COMPOSITION

1. The MNHS DPC shall be composed of no less than three (3) and no more than five (5) tenured faculty members in the MNHS Division, excluding the Division Chair and any faculty on Sabbatical or extended leave or where the candidate believes that a conflict exists that would prevent the candidate's fair evaluation.
2. In the event that there are more than five (5) tenured faculty in the MNHS Division, excluding the Division Chair and any faculty on Sabbatical or extended leave, then three (3) to five (5) tenured faculty shall be elected to the DPC by secret ballot of all full-time tenured and tenure-track faculty at the first meeting of the Division in the Fall semester.

In the event that there are fewer than three (3) tenured faculty members in the MNHS Division, excluding the Division Chair and any faculty on Sabbatical or extended leave, UHWO tenured faculty from outside the MNHS Division will be appointed by the Chancellor or Chancellor's designee who may consult with the Division Chair. To the extent possible, such non-MNHS Division faculty shall be selected from among those UHWO faculty members who have graduate degrees in one or more MNHS disciplines.

3. For MNHS DPC actions, at least one of the DPC members must have expertise in the discipline for each applicant under consideration.

If additional faculty are needed to supplement the committee in the applicant's field of expertise, the Chancellor may appoint tenured faculty from UHWO, UH Hilo or UH Manoa holding a graduate degree in the applicant's field or in another relevant discipline to serve on an ad hoc basis. When a promotion action is needed, the Chancellor will ensure that the DPC members appointed are of equal or higher rank than the rank for which the candidate is applying.

4. The Chair of the DPC shall be elected annually from among the tenured faculty members in the DPC and is responsible for meeting the established deadline for contract renewal and tenure and/or promotion reviews.
5. Prior to the formation of the DPC, all applicants for tenure and/or promotion may submit a list of up to three (3) MNHS Division faculty members they wish to exclude from any DPC reviewing their application. Faculty so listed shall be excluded from the DPC reviewing that faculty member's application.

If UHWO faculty from outside the MNHS Division are assigned to the DPC, the applicant may

submit the names of up to three (3) UHWO faculty members they wish to exclude from any DPC reviewing their application. Faculty so listed shall be excluded from the DPC reviewing that faculty member's application.

If faculty from outside UHWO are assigned to the DPC, the applicant may submit the names of up to three (3) non-UHWO faculty members they wish to exclude from any DPC reviewing their application. Faculty so listed shall be excluded from the DPC reviewing that 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 seeking may vote on promotion applications. Tenured faculty members who are applying for promotion to Full Professor may concurrently serve on separate DPCs that address applications for tenure and/or promotion to Associate Professor or contract renewals for Assistant or Associate Professor. The Division Chair will verify the membership of the DPC members in Bargaining Unit 07.
7. At least three votes on each contract renewal, tenure and/or promotion application are required. Faculty members who agree to serve on the DPC may not abstain from voting.

TENURE AND PROMOTION

1. Assessments by the DPC shall be made on the basis of the current UHWO "Criteria and Guidelines." For faculty hired after July 2012, please refer to the Minimum Performance Requirements for Tenure and/or Promotion (Appendix A-1 b).

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.

2. All DPC members are expected to be completely familiar with the contract renewal and tenure and promotion criteria and guidelines for UHWO and the applicable language in the UHPA Collective Bargaining Agreement.
3. The DPC shall devise its own internal procedures to facilitate the handling of the applications, dossiers, and assessments to which it is assigned.
4. No anonymous materials shall be part of any dossier.
5. In order to protect and enhance the integrity of the review process, the DPC shall proceed with utmost discretion in a confidential manner. The voting shall be done by secret ballot.

An applicant shall not attempt to influence or communicate with Committee members about the application. Moreover, DPC members have the responsibility to avoid conflicts of roles by recusing themselves from the process when such conflicts exist.

6. For tenure and/or promotion applications, the DPC shall consider the evidence and provide one (1)

written assessment of strengths and weaknesses of each applicant, append a recommendation if they so desire, ensure the dossier is complete, and deliver it to the Division Chair by the established due date. If necessary, minority statements should be allowed and included as part of the report.

7. All committee members are required to sign the appropriate assessment and recommendation page in the Tenure/Promotion application form.
8. The Division Chair shall neither participate in DPC deliberations nor influence the DPC's written assessment. The Division Chair shall make a separate and 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. The reappointment recommendation form is initiated by the Division Chair and the DPC. The form will provide for the assessment by the Division Chair and the DPC of the applicant's performance.
2. The DPC shall proceed with the form to complete a review, make an assessment and recommendation, and transmit the materials to the Division Chair who will make an independent assessment and recommendation by the established due date.
3. Recommendations for renewal require that the applicant's performance be assessed for strengths and weaknesses and rated as satisfactory, that there is a continuing need for the applicant's services and that the applicant has demonstrated the professional and personal qualities or made the professional improvement as needed by the Division. A positive assessment does not necessarily assure renewal of appointment.
4. The Division Chair will show the assessments and recommendations to the applicant before forwarding the materials to the VCAA by the established deadlines.

PROCEDURES FOR SELECTION OF DEPARTMENT CHAIR

Article X.B.(e): The determination of the MNHS Division's recommendation for Division Chair to the VCAA, or other appropriate administrator, shall be based on a majority vote of all Bargaining Unit faculty members in the Division.

AMENDMENTS

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 by the Chancellor and UHPA as required by the Bargaining Unit 07 Collective Bargaining Agreement.

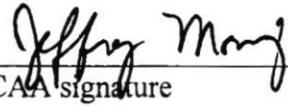
All DPC procedures must comply with the Collective Bargaining Agreement, Board of Regents policies, and administrative guidelines.

Approved by the Mathematics, Natural and Health Sciences Division:


Division Chair signature

7/1/2020
Date

Approved by the UHWO VCAA:


VCAA signature

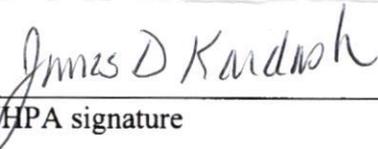
7/6/2020
Date

Approved by the UHWO Chancellor:

Maenette K.P. Benham
Chancellor signature

7-8-2020
Date

Approved by UHPA:


UHPA signature

7/24/2020
Date

Approved by the Mathematics, Natural and Health Sciences Division:


Division Chair signature

7/1/2020
Date

Approved by the UHWO VCAA:


VCAA signature

7/6/2020
Date

Approved by the UHWO Chancellor:

Chancellor signature

Date

Approved by UHPA:

UHPA signature

Date