

**University of Hawai'i- West O'ahu**

**VCAA SPECIALIST, CREATIVE MEDIA & LIBRARIAN  
FACULTY PERSONNEL COMMITTEE (FPC) PROCEDURES**  
(as amended 15 March 2019)

**PURPOSE:**

The purpose of this FPC is to review and make recommendations on contract renewals for probationary faculty and tenure and/or promotion applications for UHWO Creative Media Faculty, and Librarian and Specialist Faculty responsible to the Vice Chancellor for Academic Affairs, who are not otherwise assigned full-time to a specific academic division

VCAASpecialist, Creative Media & Librarian faculty not otherwise assigned to a specific academic division.

**COMPOSITION:**

1. The Faculty Personnel Committee for UHWO Creative Media, Librarian & Specialist faculty who are responsible to the Vice Chancellor for Academic Affairs and who are not otherwise assigned full-time to a specific academic division will be constituted by the Vice Chancellor for Academic Affairs or the Vice Chancellor's designee. As much as possible, tenured UHWO Creative Media, Librarian & Specialist faculty who are responsible to the Vice Chancellor for Academic Affairs will be assigned to the FPC. Additional tenured Faculty from other UHWO Academic Divisions or other UH campuses will be appointed to serve temporarily on this FPC as necessary to meet the minimum number(s) required.
2. The Vice Chancellor for Academic Affairs or Vice Chancellor's designee will appoint one FPC member to convene the first meeting. At the first meeting, the FPC members will elect the FPC Chair.
3. The UHWO VCAA Specialist, Creative Media & Librarian FPC shall be composed of no less than three (3) and no more than five (5) tenured faculty, excluding any faculty on Sabbatical or extended leave.
4. For UHWO VCAA Specialist, Creative Media & Librarian FPC actions, at least one of the FPC members should have expertise in the discipline for each applicant under consideration.

If the Vice Chancellor appoints UHWO tenured faculty from outside the UHWO VCAA Specialist, Creative Media & Librarian faculty, as much as possible, such faculty should be selected from among those UHWO faculty members who have expertise in the discipline or a related discipline(s) of the applicant under review.

If additional faculty are needed to supplement the committee in an applicant's field of expertise, the Vice Chancellor for Academic Affairs may appoint tenured faculty from other UH campuses to serve for a particular deliberation. When a promotion action is needed, the Vice Chancellor for Academic Affairs will ensure the FPC members assigned are of equal or higher rank to the rank of the applicant.

5. The Chair of the FPC shall be a tenured UHWO Librarian, Creative Media Faculty or VCAA Specialist responsible to the Vice Chancellor for Academic Affairs elected by the members of the FPC appointed in accordance with section 4 above.
6. Prior to the formation of the FPC, all applicants for tenure and/or promotion may submit the name of 1 (one) UHWO Specialist, Creative Media or Librarian faculty member, 3 (three) UHWO faculty who are not Specialist, Creative Media or Librarians, and 3 (three) faculty from other UH campuses they wish to exclude from any FPC review of their application. Faculty so listed shall be excluded from the FPC reviewing that faculty member's application.

The exclusion option does not apply to contract renewal actions.

7. 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 Vice Chancellor for Academic Affairs will verify that the membership of the FPC is composed exclusively of members of Bargaining Unit 07.
8. At least three committee members shall vote on each contract renewal, tenure and/or promotion application. An abstention does not count as a vote.

#### OPERATION:

1. Assessments by this FPC regarding tenure and promotion as well as contract renewals shall be made on the basis of the current applicable UHWO "Criteria and Guidelines for Faculty Tenure-Promotion Application", as well as such applicable UHWO criteria and guidelines as may be developed by and for specific programs or units (e.g. Creative Media, CLEAR, Library, etc.) and the current System-wide criteria.

Assessments must also be consistent with all relevant provisions in the Agreement between the University of Hawaii Professional Assembly and the Board of Regents of the University of Hawai'i.

2. All FPC 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 FPC shall 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 Specialist, Creative Media & Librarian faculty at UHWO who are in Bargaining Unit 07 and not otherwise assigned to a specific academic division may participate in amending the general policies and procedures of the VCAA Specialist, Creative Media Faculty & Librarian FPC.
4. In order to protect and enhance the integrity of the process, the FPC shall proceed with utmost discretion and in a confidential manner. The voting shall be done by secret ballot.

An applicant shall not attempt to influence or communicate with the Committee or its members. Moreover, FPC members have the responsibility for avoiding conflicts of roles by recusing themselves from the process when such conflicts exist.

5. For each tenure and/or promotion application, the FPC will ensure that the dossier is complete, consider the evidence, make one (1) written assessment of strengths and weaknesses, append a recommendation if they so desire, and deliver it to the applicant's designated supervisor by the established due date.
6. All committee members are required to sign the appropriate assessment and recommendation page in the Tenure/Promotion application form.
7. The Program Chair, Director or Head Librarian shall not participate in the deliberations of the FPC or influence the FPC's written assessment. The Program Chair, Director or Head Librarian will make a separate and independent assessment of the dossier, and an independent recommendation, and shall 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 Program Chair, Director or Head Librarian and provided to the FPC. The form will provide for the assessment by the Program Chair, Director or Head Librarian and the FPC of the faculty member's performance.
2. The FPC shall complete a review and include an assessment and recommendation with the form and transmit the material to the Program Chair, Director or Head Librarian who will also make an independent assessment and recommendation.
3. Recommendations for renewal require that the faculty member's performance be assessed for strengths and weaknesses and rated as satisfactory and that the faculty member has

demonstrated the professional and personal qualities needed by the faculty member's program. A positive assessment does not necessarily assure renewal of appointment.

4. The Program Chair, Director or Head Librarian will review the assessment and recommendation with the applicant before forwarding the materials to the VCAA by the established deadlines. If there is no Program Chair, Director or Head Librarian, the VCAA will review the assessment and recommendation with the applicant by the established deadline.

AMENDMENTS:

1. Amendments to these procedures may be proposed by a majority vote of all Bargaining Unit 07 Creative Media Faculty, Librarians and Specialists who are responsible to the Vice Chancellor for Academic Affairs and not otherwise assigned to a specific academic division, and must be forwarded for review, approval, and filing by the Chancellor and UHPA as required by the Bargaining Unit 07 Collective Bargaining Agreement.
2. All FPC procedures must comply with the Collective Bargaining Agreement, Board of Regents policies and administrative guidelines.

Approved by UHWO Specialist & Librarian Faculty:

William J. Puette      3-15-19  
Designated Representative signature      Date

Approved by the UHWO Vice Chancellor for Academic Affairs:

Jeffrey Moniz      Jeffrey Moniz      3/31/19  
VCAA signature      Date

Approved by the UHWO Chancellor:

Phaeneta Ben      6-5-2019  
Chancellor signature      Date

Approved by the University of Hawaii Professional Assembly:

James D Kardush      6/14/2019  
UHPA signature      Date

NAME	SIGNATURE We, the undersigned, have reviewed and understand the proposed amendments to the FPC Procedures for VCAA Specialist, Creative Media, and Librarian Faculty.	APPROVAL VOTE Ballot Rreceived (Initial receipt)	DATE Ballot Cast
Boyd, Lawrence Wm., Jr.		LWB	3-15-19
Chernisky, Carina Aonani		CA	3-15-19
Conybeare, Chris		CCR	3-15-19
Garcia, Alphonse			
Hanaoka, Sharla		SHA	3-15-19
Joseph, Michiko		MJ	3-15-19
Komeiji, Katowena KAWENA		KK	3-15-19
Lencinas, Maria <sup>leda</sup> Salvador		MSL	3-15-19
Lopez, Leslie		LL	3-15-19
Niles, Gloria		GN	3-15-19
Puette, William		WP	3-15-19
Shimokawa, Gary			
Sumiye, Laurie			
Tsuru, Garyn		GTS	3-15-19

Tellers' Report: Tally of Votes Cast:

Number of Votes Cast: 11; Number needed for approval: 8; Number of 'Yes' Votes 11<sup>with</sup>; Number of 'No' Votes 0

Tellers' signatures certifying results: 1. ; 2. ; 3. ; 4.