

University of Hawai'i-West O'ahu

Business Division

Personnel Committee (DPC) Procedures

Purpose

The purpose of the DPC is to review and make recommendation on contract renewals, tenure and/or promotion applications for faculty in the Business Division.

Composition:

1. Business Division Personnel Committee (DPC) shall be composed of no less than three (3) and no more than five (5) tenured faculty in the Business Division, excluding the Division Chair and any faculty on Sabbatical or where the candidate believes that a conflict exists that would prevent the faculty member's fair evaluation for the contract renewal, tenure or promotion.
2. In the event that there are more than (5) tenured faculty excluding the Division Chair and any faculty on Sabbatical or extended leave, three (3) and no more than five (5) tenured faculty shall be elected by secret ballot to the DPC by a vote of all full time tenure, tenure track and non-tenure track faculty at the first meeting of the Division in the fall semester. The term is two years and terms are to be staggered to provide for continuity. In the event that the number of full-time tenured faculty do not meet the required number as stated above, UHWO tenured faculty from outside the Business Division will be appointed by the Chancellor or designee who may consult with the Division Chair.

If additional faculty are desired to supplement the committee in an applicant's field of expertise, the Chancellor or designee may appoint faculty members from other colleges or campuses of the University of Hawaii system to serve on an ad hoc basis, in consultation with the Division Chair.

3. The Chair of the Business Division Personnel Committee shall be elected every two years by members of the DPC. The Chair of the Business Division Personnel Committee is responsible for meeting the established deadline for contract renewal and promotion and tenure reviews.
4. As long as two Business tenured faculty would be left to serve on the DPC, an applicant for promotion (I2, I3, I4) and/or tenure (I3 or I4), may submit the name of two (2) Business Administration faculty they wish to exclude from a DPC reviewing their application (ie. where the candidate believes that a conflict exists that would prevent the faculty member's fair evaluation of a tenure or promotion application made by the

candidate). Faculty so listed shall be excluded from the DPC reviewing that faculty member's application.

As long as two Business faculty would be left to serve on a DPC with three or more members, a tenure-track and non-tenure track faculty may submit the name of (2) Business Administration faculty they wish to exclude from the DPC reviewing their application. If excluding two reduces the DPC business membership to less than 2, then tenured/non-tenured will be able to exclude 1. Faculty so listed shall be excluded from the DPC reviewing that faculty member's application.

5. 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 has applied may vote on promotion applications. The Division Chair will verify the membership of the DPC members in bargaining unit 07.
6. At least three votes on each contract renewal, tenure and/or promotion application are required. An abstention does not count as a vote.

Tenure and Promotion

1. Assessments by the DPC shall be made on the basis of UHWO's "Criteria and Guidelines for Faculty Tenure-Promotion Application" effective on the date of application, unless that candidate who was hired prior to July 2012 requests the option of being considered under the UHWO Criteria and Guidelines in effect two years earlier. (Go to <http://homepages.uhwo.hawaii.edu/~senate/TenurePromotionDocs.html>). 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 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 the Committee or its members. DPC members have the responsibility for avoiding conflicts of roles by removing themselves from the process when such conflicts exist.
6. For tenure and/or promotion applications, the DPC will consider the evidence, make one (1) written assessment of strengths and weaknesses, append a recommendation if they so desire, ensure the dossier is complete, and delivers it to the Division Chair by the

established due date. If necessary, minority reports or statements should be allowed 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 (DC) shall not participate in the deliberations of the DPC nor influence the DPC's written assessment. The DC shall make a separate and independent assessment of the dossier, and an independent recommendation, and forward the dossier to the Vice-chancellor for Academic Affairs by the established date.

Contract Renewal

1. The reappointment form is initiated by the Division Chair and provided by the DPC. The form will provide for the assessment by the Division Chair and the DPC of the faculty member's performance. The form is passed to the DPC which will be included in its assessment and recommendation with the form and transmit the material to the Chair who will make an independent assessment and recommendation.
2. Recommendations for 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 or appointment.
3. The Division Chair will show the assessments and recommendations to the faculty member before forwarding the materials to the VCAA by the established deadlines.

Amendments:

1. Amendments to these procedures may be proposed by a majority of all full-time tenured, tenure-track and non-tenure track faculty 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 DPC procedures must comply with the Collective Bargaining Agreement, Board of Regents policies and administrative guidelines.

Approved by the Business Division:

Derrek Choy 9/20/18

Division Chair signature and date

Approved by the UHWO VCAA:

Jeffrey May 9/19/2018

VCAA signature and date

Approved by the UHWO Chancellor :

Samuel J. Ben 9-21-2018

Chancellor signature and date

Approved by UHPA:

James D. Kardash 09/10/2018

UHPA signature and date