

University of Hawai'i – West O'ahu
HUMANITIES DIVISION
DIVISION PERSONNEL COMMITTEE (DPC) PROCEDURES

PURPOSE:

The purpose of the DPC is to review and provide recommendations on contract renewals and tenure and/or promotion applications for faculty in the Humanities Division.

COMPOSITION:

1. The Humanities Division Personnel Committee (DPC) shall be composed of no less than three (3) and no more than five (5) tenured faculty members in the Humanities Division, excluding the Division Chair and any faculty on Sabbatical or extended leave.
2. In the event there are more than three (3) to five (5) tenured faculty excluding the Division Chair and any faculty on Sabbatical or extended leave, three (3) to five (5) tenured faculty members from the Humanities Division shall be elected to the DPC by secret ballot of all full time tenure and tenure-track faculty at the first meeting of the Division in the Fall semester or as soon as possible thereafter when a majority of the tenured faculty in the Division are present.

In the event that there are fewer than three tenured faculty members in the Humanities Division, excluding the Division Chair and any faculty on Sabbatical or extended leave, UHWO tenured faculty from outside the Humanities Division will be appointed by the Chancellor. As much as possible, such non-division faculty as may be invited shall be selected from among those UHWO faculty members who have graduate degrees in one or more Humanities disciplines.

3. For Humanities Division 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 Mānoa holding a graduate degree in the applicant's field or in another relevant discipline to serve on 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.

In the event there are no tenured UHWO faculty and/or UH System faculty in the candidate's discipline, the candidate may suggest to the Chancellor or Chancellor's designee a list of professional references from outside the UH System.

4. The Chair of the DPC shall be elected annually from among the tenured faculty members elected to the DPC.

5. Prior to the formation of the DPC, all applicants for tenure and/or promotion may submit a list of up to three (3) Humanities 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 Humanities 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 may vote on promotion applications. Tenured faculty members who are applying for promotion to Full Professor may concurrently serve with DPCs that address applications for tenure and 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.

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:
<http://homepages.uhwo.hawaii.edu/~senate/TenurePromotionDocs.html>

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 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. No anonymous materials shall be made a part of any dossier. All full-time Humanities Division faculty may

participate in the establishment of general policies and procedures of the Humanities DPC.

4. In order to protect and enhance the integrity of the review process, the DPC shall proceed with utmost discretion and in a confidential manner. The voting shall be done by secret ballot.

Any applicant shall not attempt to communicate with the Committee about the application nor influence its members. Moreover, DPC members have the responsibility to avoid conflicts of roles by recusing themselves from the process when such conflicts exist.

5. For tenure and/or promotion applications, the DPC shall: consider the evidence; provide one (1) written assessment of strengths and weaknesses of each applicant; append a recommendation if they so desire; ensure that 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.
6. All committee members are required to sign the appropriate assessment and recommendation page in the Tenure/Promotion application form.
7. The Division Chair shall neither participate in DPC deliberations nor influence its written assessment. The Division Chair will 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 provided to the DPC. The form provides for the assessment by the Division Chair and the DPC of the faculty member's performance.
2. 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.
3. 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 of appointment.
4. The Division Chair shall review the assessment and recommendation with the application 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 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 Humanities Division:

Ross Cordy 9/28/2012
Division Chair signature Date

Approved by the UHWO VCAA:

Marquelyn Kilpatrick 9/28/12
VCAA signature Date

Approved by the UHWO Chancellor:

Joe F. Gual OCT - 3 2012
Chancellor signature Date

Approved by UHPA:

James D. Kaidash 10/12/12
UHPA signature Date