

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

PURPOSE

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

COMPOSITION:

1. Public Administration Division Personnel Committee (DPC) shall be composed of no less than three (3) and no more than five (5) tenured faculty in the Public Administration Division, excluding the Division Chair and any faculty on Sabbatical or extended leave.
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, five (5) tenured faculty from the Public Administration Division shall be elected by secret ballot to the DPC by a vote of all full time tenured 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. The term of office is two years. In the event that there are fewer than three tenured faculty in the , excluding the Division Chair and any faculty on Sabbatical or extended leave, UWHO tenured faculty from outside the Public Administration Division will be appointed by the Chancellor who may consult with the Division Chair. As much as possible, such non-division faculty as may be added shall be selected from among those UHWO faculty who have graduate degrees in one or more Public Administration Division disciplines.

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

3. The Chair of the Public Administration Division Personnel Committee shall be elected every two years by the tenured faculty on the DPC.

The Chair is responsible for meeting the established deadline for contract renewal and promotion and tenure reviews.

4. As long as three tenured faculty would be left to serve on the DPC, an applicant for promotion and/or tenure may submit the name of 2 (Two) Public Administration Division faculty member they wish to exclude from any DPC reviewing the application. (i.e. 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).

If UHWO faculty from outside the Public Administration Division are assigned to the DPC, the applicant may submit the names of up to five (5) UHWO faculty members they wish to exclude from any DP reviewing their application. Faculty so listed shall be excluded from the DPC reviewing the faculty member's application.

If faculty from outside UHWO are assigned to the DPC, the applicant may submit the names of up to three 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.

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 may vote on promotion applications. Tenured faculty members who are applying for promotion may not be a member of the DPC. 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 for Tenure 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 made a part of any dossier. (p.22, F.2.a.)
5. 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. 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 recusing themselves from the process when such conflicts exist. (p 23, F.2.j)

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 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. (p 22, F.2.b.)
7. All committee members are required to sign the appropriate assessment and recommendation page in the Tenure/Promotion application form. (p.5.1)
8. The DC shall not participate in the deliberations of the DPC nor influence the DPC's written assessment. The Division Chair 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 due date. (p 22, F.2.c.)

CONTRACT RENEWAL

1. The reappointment recommendation form is initiated by the Division Chair and provided to 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 include its assessment and recommendation with the form and transmit the material to the Chair who will make an independent assessment and recommendation. (p 21, 12 D1)
2. Recommendations from 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. (p 21, 12 D1)
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 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 Public Administration Division


Division Chair signature and date

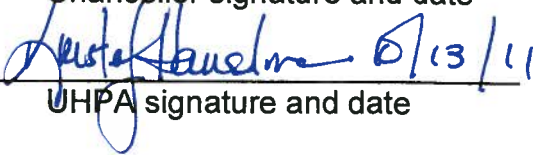
Approved by the UHWO VCAA:


VCAA signature and date

Approved by the UHWO Chancellor:


Chancellor signature and date

Approved by UHPA:


UHPA signature and date