

**Procedure for Appointing Tenure and Promotion Review Committees  
(TPRC)  
and Operating Guidelines for TPRC  
University of Hawai'i–West O'ahu**

The purpose of the TPRC is to review and make recommendations on tenure and/or promotion applications for faculty at UHWO.

The Chancellor of UHWO shall appoint the members of the TPRC in accordance with the current UHPA contract. The appointments to a TPRC may be delegated to the Vice Chancellor of Academic Affairs (VCAA). The number of TPRC committees, the number of members on a TPRC, and the specific appointees are the prerogative of the Chancellor within the guidelines described here.

A TPRC will consist of 3 to 5 members with at least 60% of the membership of a TPRC consisting of members of the Faculty Personnel Panel (FPP, as defined by the UHPA contract as all tenured I and R faculty at ranks 4 and 5 and all tenured S, B and A faculty at ranks 3, 4 and 5) of UHWO excluding faculty who have been excluded by the faculty applying for promotion/tenure, faculty who are on leave and those who have served on the DPC for the faculty under review.

The exclusion process will be completed prior to the formation of the TPRC. Faculty Members serving on committees reviewing academic freedom or disciplinary action have the responsibility for recusing themselves from service on a TPRC reviewing the candidate's application for promotion or tenure. In the case of UH-West O'ahu, if the exercise of the exclusion option leaves fewer than six (6) members on the FPP, the committee shall include at least 50% of the members remaining on the FPP from UH-West Oahu.

Faculty members selected from other campuses to serve on the TPRC shall be from the discipline or a related field of the faculty applying for promotion and/or tenure. The Chancellor (or Chancellor's designee) and the Division Chair may consult about membership to the TPRC.

The term of a TPRC shall be one year and will conclude when the Chancellor has finalized all personnel actions for the given year.

**OPERATING GUIDELINES**

1. Upon notification of appointment, each TPRC member should carefully review and become thoroughly familiar with the current *Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i* (Agreement), as well as the current Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i-West O'ahu.
2. A convener for the TPRC shall be appointed by the Chancellor. This may be delegated to the VCAA. The convener will organize and call the first meeting of the committee. The TPRC shall elect its own chair who is responsible for meeting the established deadlines for promotion and tenure reviews and completing all written materials related to the TPRC. The campus administration will forward the dossier to the convener of the TPRC.

3. At the first meeting, the TPRC should select a chairperson and establish the operational procedures for the committee. The TPRC may devise its own internal procedures to facilitate the handling of cases assigned to it. Per the UHPA contract, these procedures shall not constitute the basis for a grievance.
4. TPRC members should keep in mind the specific provision of the UHPA Agreement that deals with TPRC operations which states:

"In order to protect and enhance the integrity of the faculty participation in this process, the DPC, DC, and TPRC shall proceed with utmost discretion and in a confidential manner. The voting shall be done by secret ballot. The applicant shall not attempt to influence or communicate with the committee or its members. Faculty Members participating in all Personnel Committees have the responsibility for avoiding conflict of roles by recusing themselves from the process when such conflicts exist." (2003-2009 UHPA Contract).

In order to retain the confidentiality of the committee process, discussions or statements by members should not be ascribed to individuals in the minutes or voting record of the meeting.

5. The dossier should be returned to the Chancellor or designee after the committee transmits its recommendation.
6. The TPRC must carefully review the criteria applicable to the case to which it has been assigned, and make an independent recommendation based on these criteria and the evidence in the dossier. In evaluating prior assessments of the application, the TPRC should consider whether or not the criteria have been addressed and the conclusions have an evidentiary basis.

A Faculty Member in salary classification I-3 or R-3 shall be awarded promotion to Rank 4 without separate application if granted tenure. The decision to grant tenure shall include a determination that the Faculty member qualifies for promotion to the Rank in which tenure is granted. (UHPA Agreement)
7. The TPRC may request additional relevant information from prior levels of review to the extent it feels is required for it to reach a sound conclusion. The request for additional information should be made to the Chancellor or designee as the TPRC should avoid communicating directly with the applicant.
8. As soon as the review process is completed, the Chairperson will prepare the TPRC's recommendation, which is to include a narrative summary statement. After all members of the TPRC have reviewed and signed the recommendation, the dossier is to be delivered to the Chancellor's Office by the chairperson. Minority reports or statements may be included as part of the TPRC's report.
9. If the Chancellor disagrees with the recommendation of the TPRC, he/she will discuss the case with the TPRC before rendering his/her decision. It is understood that the TPRC membership will hold the discussions with the Chancellor in confidence.
10. If any question should arise about the correct tenure or promotion procedure to follow, the Chancellor should be consulted.

11. Supplemental materials provided by the applicant such as books, articles, and other scholarly works will be kept in the Chancellor's office. These materials will be made available to the TPRC as part of the applicant's file.

Approved by Division Chairs: October 2, 2009

Approved by Vice Chancellor for Academic Affairs: Andrea M. Randall 10/5/09

Approved by Chancellor: Don I. Quast OCT - 7 2009