UNIVERSITY OF HAWAI‘I
HONOLULU COMMUNITY COLLEGE
Tech 1 – Transportation and Trades Programs

Division Personnel Committee Guidelines and Procedures
March 2006

The 2003-2009 Agreement between the University of Hawai‘i’s Professional Assembly and the Board of Regents of the University of Hawai‘i’s (Article X: Department or Division Procedures Governing Tenure, Promotion and Contract Renewal, Section B. Minimum Requirements for Departmental Procedures) states that “Written Department or Division Personnel Committee (DPC) procedures shall at a minimum provide for … (c) allowing only Faculty Members of equal of higher rank to vote on applications for promotions…”

To ensure that the Tech 1 – Transportation and Trades Programs DPC is appropriately constituted to meet this requirement, we propose to modify the basic criteria of membership (See Tech 1 - Transportation and Trades Programs DPC Guidelines and Procedures, Membership, section 2) as follows (new language in boldface):

The DPC shall be composed of five (5) full-time tenured faculty members from the Division/PATC, excluding the Division Chair. At least (3) of the members shall be at rank 4 or 5. The DPC shall be composed of no more than two (2) individuals from any given discipline. At least one member of the DPC shall have previously served on a DPC.

To accomplish this balance of representation and rank, we proposed that the Committee on Committees, in preparing for annual elections, create a two-part ballot with eligible Range 4 and 5 faculty in one column, and other eligible (Range 3) faculty in a second column, to facilitate selection appropriate to meet this additional criterion.

All other conditions of membership as presently stated shall remain the same.

Approved/Disapproved:

Ramsey R. Pedersen, Chancellor
Honolulu Community College

Approved/Disapproved:

J.N. Musto, Executive Director
University of Hawai‘i Professional Assembly

4-10-06
Date

4/19/06
Date
MEMORANDUM

TO: Ramsey Pedersen, Chancellor
FROM: Ken Johnson, Transportation and Trades Division Chair
THROUGH: Bernadette Howard, Transportation and Trades Dean
SUBJECT: Tech I DPC Guidelines
DATE: April 4, 2006

In response to the UPHA Contract, the Tech I faculty unanimously agreed to modify item 2 of the DPC guidelines to read as follows:

“The DPC shall be composed of five (5) full-time tenured faculty members from the Division/PATC, excluding the Division Chair. At least three (3) of the members shall be at rank 4 or 5. The DPC shall be composed of no more than two (2) individuals from any given discipline. At least one member of the DPC shall have previously served on a DPC.”

Please send this change on to the Board of Regents for approval.