UNIVERSITY OF HAWAI'I
HONOLULU COMMUNITY COLLEGE
Tech II Division – Communication and Services
Division Personnel Committee Guidelines and Procedures
January 2004

Purpose:

The purpose of this Division Personnel Committee (DPC) document is to provide the guidelines and procedures governing tenure, promotion and contract renewal (limited term appointments) for faculty within the Tech II Division at Honolulu Community College. It is intended that these guidelines and procedures shall be consistent with the collective bargaining agreement between the University of Hawai‘i Professional Assembly and the Board of Regents of the University of Hawai‘i, hereinafter referred to as the ‘Agreement.’ All members of the Division who are members of Collective Bargaining Unit 7 may participate in the formation and approval of these guidelines and procedures.

Membership:

1. The DPC shall be elected by secret ballot conducted by the Committee on Committees. All full-time tenured and non-tenured faculty in the Division are eligible to vote. In the case of a tie, the Campus Chair of the Faculty Senate Executive Committee (FSEC), in consultation with the Chair of the Committee on Committees, shall decide who will serve.

2. The DPC shall be composed of five (5) full-time tenured faculty members from the Division, excluding the Division Chair. 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.

3. The term of office shall be one year.

4. The term limit shall be no more than two consecutive years. A mandatory one year exclusion will follow two consecutive years of service. An exception to the one year exclusion may be granted if this provision results in an insufficient number of faculty members eligible to serve on the DPC. In such cases, the exception would be granted by the Campus Chair of the FSEC in consultation with the Chair of the Committee on Committees.

5. In the event of an insufficient number of qualified tenured faculty members, members may be appointed from another Honolulu Community College division. This appointment shall be done by the Campus Chair of the FSEC in consultation with the Division Chair.

6. Faculty members who are applicants for promotion shall not serve on the DPC in their division.

7. Replacements subsequent to election to the DPC may be necessitated by one or more of the following:

   Application for promotion
   Selection as Division Chair
   Taking sabbatical leave or other leave from the Campus

The member-elect and the Division Chair shall be responsible for notifying the Campus Chair of the FSEC and the Chair of the Committee on Committees of the need for such a replacement. Whenever possible, the member-elect will be replaced by a person who received the next highest number of votes.

8. Any member of the DPC who is unable to complete his or her term shall be replaced by a person who received the next highest number of votes. In such cases the Campus Chair of the FSEC shall consult with the DPC Chair and the Chair of the Committee on Committees.

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Responsibilities of the DPC Chair. The Chair is responsible for:

1. Informing the members of the DPC of the names of the applicants for tenure, promotion and contract renewal; dates during which the applications may be reviewed; and timelines for the review.

2. Chairing the meetings of the DPC and conducting the balloting.

3. Checking to see which applicants for tenure, promotion or contract renewal have requested meetings with the DPC and scheduling those meetings. The Chair shall ask the applicant in these cases to prepare a written agenda for the meeting.

4. Scheduling meetings, via the Chancellor, with those applicants with whom the Committee has requested a meeting. [Note: the applicant reserves the right not to meet with the DPC and may respond in writing instead. See the Procedures below.] The Chair is responsible for forwarding a written agenda for such meetings to the applicant, via the Chancellor.

5. Insuring that all administrative and collective bargaining guidelines are followed.

6. Keeping a record of Committee actions and signing, where appropriate, assessments and recommendations of the Committee. [Note: the administration stores the records.]

Responsibilities of the DPC. The members of the DPC:

1. Must have a thorough understanding of the guidelines and criteria for tenure, promotion and contract renewal. The Community Colleges and campus criteria are contained in guidelines provided by the Chancellor's office each year. Collective bargaining agreement guidelines are contained in the Agreement.

2. Must meet with all applicants for tenure, promotion or contract renewal who have requested such a meeting.

3. May decide to request a meeting with an applicant for tenure, promotion or contract renewal. If the DPC does decide to request such a meeting, it will develop a written agenda for the meeting.

4. Shall read, discuss, evaluate and vote on all applications for tenure, promotion and contract renewal where permitted by the Agreement (see items 6 and 7 below). The vote will be taken by written, secret ballot. No member may abstain from voting. The vote count must be recorded. The Committee will decide whether or not to include the vote count in the written assessment.

5. Will develop a written assessment of the strengths and weaknesses of each applicant. In a case where the vote on a recommendation is not unanimous, the inclusion of an anonymous minority report(s) is encouraged. All members of the DPC shall sign the recommendation/assessment/report.

6. Only DPC members who are tenured bargaining unit 07 members may vote on the tenure or contract renewal of another faculty member.

7. Members of the DPC who are at rank three may not vote on the promotion application of a faculty member who is applying for promotion from rank four to rank five; however, such DPC members may participate in the discussions concerning the applicant.

Except as otherwise provided for in these guidelines, no member of the DPC will discuss an applicant's dossier or application with non-DPC members.
Procedures. The DPC:

1. Elects a Chair from within its membership. The Chair agrees to assume the responsibilities described above.

2. Receives from the administration the names of all applicants for tenure, promotion and contract renewal within the Division. Included with this information will be a timeline for the review.

3. Meets with any applicant for tenure, promotion or contract renewal who has requested such a meeting. A place for this request shall be provided on the cover pages of the application. The applicant will be responsible for developing a written agenda for this meeting. This meeting must take place prior to the time that the DPC votes on the application.

4. Reads, discusses and evaluates each application.

5. Decides whether or not to request a meeting -- for the purpose of clarifying questions raised during the evaluation process -- with each applicant for tenure, promotion or contract renewal. If the DPC chooses to request such a meeting, it will develop a written agenda for the meeting and will forward its request to the applicant via the Chancellor. The applicant may choose not to meet with the DPC and may reply, instead, in writing to the DPC's agenda.

6. Seeks evaluation assistance -- via the Chancellor -- from someone who is not a member of the Committee when technical materials (such as a publication) need to be evaluated.

7. Votes in favor of or against each application, using a written, secret ballot. Abstentions on the vote are not allowed. The majority position of the vote becomes the recommendation of the Committee. (However, after the vote has been taken, the Committee can vote again and decide to not make a recommendation, see Article XII F 2b in the Agreement).

8. Develops a written assessment of strengths and weaknesses for each applicant.

9. Where appropriate, develops an anonymous written minority report to be made a part of the recommendation/assessment.

10. Signs, where appropriate, the recommendation/assessment/report.

No anonymous materials may be solicited or added to the dossier/application. Additional relevant information may be requested from the applicant, via the Chancellor. Procedural questions will be directed to the Chancellor.

Further Procedures:

In cases where the Division Chair, Dean or Chancellor disagrees with the recommendation of the DPC, the Division Chair, Dean or Chancellor shall meet with the DPC prior to the Division Chair, Dean or Chancellor forwarding his or her recommendation.

Approved/Disapproved
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Approved by the Faculty on January 28, 2004