June 13, 2011

MEMORANDUM

TO: Erika Lacro, VCAA
Honolulu Community College

FROM: James D. Kardash
Associate Executive Director

RE: Revised DPC Guidelines and Procedures for Academic Support

Transmitted is the approved Division Personnel Committee Guidelines and Procedures for the Academic Support Division per your request.

Enclosure
UNIVERSITY OF HAWAII
HONOLULU COMMUNITY COLLEGE
Academic Support Division
Division Personnel Committee Guidelines and Procedures
December 2010

Purpose:
The purpose of this document is to provide the guidelines and procedures governing tenure, promotion, and contract renewal (includes both probationary and limited term) for faculty within the Academic Support Division at Honolulu Community College.

I. The Academic Support Division Personnel Committee (DPC).
   Responsibilities:
   a. Understand the guidelines and criteria for contract renewal, tenure and promotion.
   b. Maintain confidentiality concerning all aspects of the applicant’s application and any discussion that takes place during committee meetings.
   c. Review each applicant’s application for completeness.
   d. Meet with applicants for renewal, tenure, and promotion who have requested a meeting with the DPC, via the Chancellor.
   e. Read and consider the evidence presented in each applicant’s application.
   f. Seek evaluation assistance, via the Chancellor, from individuals who are not members of the DPC, when technical materials need to be evaluated.
   g. Vote on each applicant by secret written ballot if applicable.
   h. Develop a written statement of each applicant’s strengths and weaknesses, to be signed by all members of the DPC. The DPC may append a recommendation if they so desire.
   i. All other matters will be referred to the Vice Chancellor of Academic Affairs (VCAA).

II. Membership of the DPC:
   a. Election: The committee members shall be elected in April by secret ballot. The election shall be conducted by the Committee on Committees. All tenured and non-tenured faculty members in the division are eligible to vote. Should there be a tie in the voting, a run-off election shall be conducted by the Committee on Committees.
   b. Composition: Membership on the DPC shall be composed of three (3) tenured faculty members from the Academic Support Division elected at large.
   c. Exceptions:
1. In the event that the Academic Support Division is unable to staff its DPC due to an insufficient number of tenured personnel, the faculty members of the Academic Support Division shall request a list of eligible and available tenured faculty members from other Honolulu Community College Divisions through the Faculty Senate Executive Committee (FSEC). The faculty members of the Academic Support Division will then vote by a simple majority on supplemental replacements to fill the vacancies.

2. In the event that a member of the DPC is unable to complete his/her term a replacement shall be determined by the person who received the next highest number of votes from the DPC election. The Committee on Committees Chair shall notify the FSEC of the replacement.

d. **Terms of Service:** The term of service on the DPC will be one (1) year

e. **Excused from Service:** An elected member of the DPC may request to be excused from service for reasons such as excessive workload or conflict of interest. This request must be made in writing to the FSEC. No request needs to be made in cases of sabbatical or other approved leaves or faculty exchanges.

f. **Non-Eligible:** Applicants for promotion are not eligible for membership on the DPC during the academic year that they apply for promotion. While all tenured faculty members may serve on the DPC, only faculty members of equal or higher rank to the applicant at the time of application may review the application. Those of lower rank will recuse themselves from voting.

g. **Quorum:** A quorum for action by the DPC shall be a simple majority of committee members.

III. Chair of the DPC

a. **Election:** The Chair of the DPC shall be determined via nomination and election by the elected committee members at the convening of the DPC.

b. **Term of Service:** The Chair’s term of service is one academic year. The Chair may be re-elected for a second consecutive term of service.

c. **Responsibilities:**

1. The Chair shall inform the DPC members of the names of applicants, dates during which applicants may be reviewed, and time limits for the reviews.

2. The Chair shall preside over all DPC meetings and conduct the voting by secret ballot.

3. The Chair shall schedule meetings with individual applicants who have requested such a meeting, via the Chancellor.
4. The Chair shall record the assessment on the appropriate page of the application and sign where indicated. The Chair shall be responsible for written recommendations.

5. The Chair shall keep a record of DPC actions and sign, where appropriate, assessments and recommendations of the DPC. (Records are stored with the Administration.)

6. The Chair is responsible for maintaining a file of the Guidelines and Procedures, including all drafts and historical actions. The incoming Chair shall obtain the files from the outgoing Chair.

7. All other matters will be referred to the VCAA.

IV. Procedures of the DPC

a. The Administration shall inform the DPC of the names of all Academic Support Division applicants for reappointment, tenure, and promotion. Included with the information shall be a schedule of timelines for the reviews. Procedural questions shall be directed to the Chancellor.

b. The DPC shall meet with all applicants who have so requested.

c. The DPC members shall review the applications within the schedule of timelines provided by the Administration. No anonymous materials may be solicited or considered by the DPC.

d. The DPC may request to meet with an applicant for the purpose of clarifying questions raised in the evaluation process. The request, including a written agenda, is forwarded to the applicant via the Chancellor. The applicant reserves the right to meet or not to meet with the DPC.

e. The DPC may request additional written information from the applicant for the purpose of clarifying questions raised in the evaluation process. The request for additional written information is to be forwarded to the applicant via the Chancellor. Applicants reserve the right to submit or not to submit additional information as requested.

f. The DPC shall meet to review each application and evaluate the strengths and weaknesses of each applicant. The DPC will then be polled to determine whether to make a recommendation for or against reappointment, tenure, or promotion. If a recommendation is to be made, a vote by secret ballot will be conducted by the Chair. Abstentions are not allowed. A majority decision of the DPC shall prevail. If the decision is not unanimous, a minority report is strongly encouraged, and the vote count shall become part of the record.

g. There shall be no attempt to contact the applicant to inform him/her of the assessment or the recommendation of the DPC.
h. The reappointment interviews shall be conducted by the VCAA.

i. In cases of reappointment when the VCAA or chancellor disagrees with the recommendation of the DPC, the VCAA or Chancellor shall submit in writing to the DPC reasons for the decision. The VCAA or Chancellor shall also meet with the DPC for purposes of supplying a rationale for his/her approval or disapproval and discuss the recommendation prior to final action.

V. Review and Update of the Guidelines and Procedures

a. The DPC shall review the Guidelines and Procedures annually before the end of the academic year. The Guidelines and Procedures shall be reviewed in terms of compliance with the current collective bargaining agreement between the University of Hawaii Professional Assembly (UHPA) and the University of Hawaii, Board of Regents policies, and administrative guidelines.

b. The DPC shall present the Guidelines and Procedures, including recommended changes, at an annual meeting of the Academic Support Division. The faculty members of the Academic Support Division shall vote to accept or reject the changes by a simple majority.

c. Any changes accepted by the Academic Support Division shall include how issues impacted by the changes will be handled during the transition.

d. Changes shall be transmitted to the Chancellor’s office and to UHPA for review.

Michael Rota
Chancellor
Honolulu Community College

Date

James D. Kandash
Executive Director
University of Hawaii Professional Assembly

Date