MEMORANDUM

TO: Erika Lacro, Chancellor
Honolulu Community College

FROM: James D. Kardash
Associate Executive Director

RE: Pacific Center for Advanced Technology (PCATT)

Transmitted are the approved Division Personnel Committee Guidelines and Procedures per your request.

Enclosure
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 Pacific Center for Advanced Technology Training (PCATT) Division at Honolulu Community College.

I. The PCATT Division Personnel Committee (Committee) 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 Committee, 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 Committee, when technical materials need to be evaluated.
   g. Vote on each applicant by secret written ballot.
   h. Develop a written statement of each applicant's strengths and weaknesses, to be signed by all members of the committee. The Committee may append a recommendation if they so desire.

II. Membership of the Committee
   a. Election: The Committee members shall be elected in April by secret ballot. The election shall be conducted by the Committee on Committees. All full-time tenured and non-tenured faculty 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 Committee shall be composed of three (3) tenured faculty members from the PCATT Division elected at large.
c. Exceptions:

1. In the event that the PCATT Division is unable to staff its Committee due to insufficient numbers of tenured personnel, the faculty of the Division shall request a list of eligible and available tenured members from other Honolulu Community College Divisions through the Faculty Senate Executive Committee (FSEC). The faculty of the Division will then vote by a simple majority on supplemental replacements to fill the vacancies.

2. In the event that a member of the Committee 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 Division election. The Committee on Committees Chair shall notify the FSEC of the replacement.

d. Term of Service: The term of service on the Committee will be one (1) year, with no one serving more than two (2) consecutive years.

e. Excused from Service: An elected member of the Committee 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 Committee during the academic year that they apply for promotion. While all tenured faculty may serve on the Committee, only faculty members of equal or higher rank to the applicant at the time of application may vote on applications for promotions. Faculty members not of equal or higher rank to the applicant at the time of application may review, and will recuse themselves from voting.

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

III. Chair of the Committee

a. Election: The Chair of the Committee shall be determined via nomination and election by elected Committee members during the convening of the Committee.

b. Term of Service: The Chair's term of service is one academic year. The Chair may be reelected for a second consecutive term of service.
c. Responsibilities:

1. The Chair shall inform Committee 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 Committee meetings and conduct the secret balloting.

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 Committee actions, and sign, where appropriate, assessments and recommendations of the Committee. (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.

IV. Procedures of the Committee

a. The Administration shall inform the Committee of the names of all PCATT 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 Committee shall meet with all applicants who have so requested.

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

d. The Committee 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. Applicants reserve the right to meet or not to meet with the Committee.

e. The Committee 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 forwarded to the applicant via the Chancellor. Applicants reserve the right to submit or not to submit additional information as requested.

f. The Committee shall meet to review each application, and evaluate the strengths and weaknesses of each applicant. The Committee will then be
polled as to whether to make a recommendation for or against reappointment, tenure, or promotion. If a recommendation is to be made, a vote will be taken by the Chair. Abstentions are not allowed. A majority decision of the Committee 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 recommendation of the Committee.

h. The reappointment interviews shall be conducted by the Director of PCATT.

i. In cases of reappointment when the Director or Chancellor disagrees with the recommendation of the Committee, the Director or Chancellor shall meet with the Committee for the purpose 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 Committee shall review the Guidelines and Procedures annually before the end of the academic year. They shall be reviewed in terms of compliance with the UHPA collective bargaining agreement, Board of Regents policies, and administrative guidelines.

b. The Committee shall present the Guidelines and Procedures, including recommended changes, at an annual meeting of the Division. The Division shall vote to accept or reject.

c. Any changes accepted by the 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 for review.

Approved/Disapproved

Erika Lacro 4-9-14  
Chancellor  
Honolulu Community College

Approved/Disapproved

James D. Kauai 4/5/14  
Executive Director  
University of Hawai'i Professional Assembly