UNIVERSITY OF HAWAI'I
HONOLULU COMMUNITY COLLEGE
STUDENT SERVICES
Division Personnel Committee Guidelines and Procedures
September 2013

Purpose:

The purpose of this Division Personnel Committee (DPC) document is to provide the guidelines and procedures governing tenure, promotion and contract renewal for faculty within the Student Services Division at Honolulu Community College (HCC).

Membership:

1. The DPC shall be elected in April by secret ballot conducted by the Committee on Committees. All full-time tenured and full-time non-tenured faculty in the Division are eligible to vote. Should there be a representative from Student Services on the Committee on Committees, that person will be excused from collecting, counting, or certifying the 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. If a vacancy occurs, the Committee on Committees shall go to the next highest vote recipient on the original ballot.

2. The DPC shall be composed of five (5) full-time faculty members elected at-large from the Division. All eligible Student Services faculty will be included on the election ballot. The ballot will identify the rank of each candidate and will read: Vote for a total of five (5) candidates. 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.

3. The term of service shall be one academic year. All members are elected annually and may not serve more than two consecutive years without special election.

4. Applicants for promotion are not eligible for membership on the DPC during the academic year that they apply for promotion.

5. Division members may request that the Committee on Committees excuse them from standing for or serving on the DPC. Sabbatical or other approved leaves or faculty exchanges do not automatically prevent a Division member from serving on the DPC but may be reason for the member to request to be excused.

6. In years when there are not enough Division members to fill the five positions, the Division shall vote on whether or not they wish to request membership from outside the Division or if they want to extend a current member to a third consecutive term.

   a. If the vote is to extend a current member to a third term, the names of all members currently completing two consecutive terms shall appear on the ballot. A member shall not serve more than three consecutive terms.

   b. If the vote is to fill the vacancy from beyond the Division, a list of eligible and available tenured members from other HCC divisions shall be requested through the FSEC. The Division will then vote by a simple majority to fill the vacancies.

Special election voting for any of these options will follow the same process as that for general election to
the DPC through the Committee on Committees.

7. Subsequent to election, the member-elect who requests to be excused 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 the next highest vote recipient.

8. Membership on the DPC does not in and of itself, automatically create a conflict of interest or prevent the member from providing peer evaluations and/or letters of support for an applicant.

9. The Committee on Committees shall appoint a member of the newly elected DPC to convene the committee.

DPC Chair:

1. The Chair shall be elected by at least three of the five committee members.

2. The Chair serves for one academic year. If a member is elected to two consecutive DPCs, s/he is also eligible to serve consecutively as Chair.

Responsibilities of the DPC Chair:

1. Inform 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. Procedural questions shall be directed to the Chancellor.

2. Arrange for rooms and meeting times.

3. Chair the meetings of the DPC and conducting the ballots.

4. Ensure that all members participate in discussion and evaluation of applications.

5. Check 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.

6. Schedule 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.] The Chair is responsible for forwarding a written agenda for such meetings to the applicant, via the Chancellor.

7. Assume the role of a Division Chair in evaluating applications for post-tenure review (BOR 9-15 5 Year review).

8. Ensure that all administrative and collective bargaining guidelines are followed.

9. Keep a record of Committee actions and signing, where appropriate, assessments and recommendations of the Committee. [Note: Administration stores the records.]

10. Check that all committee members sign the majority and/or minority recommendations on applications.

11. Ensure that the committee provides written recommendations, signing as "DPC Chair", and recording the assessment on the applications.
12. Attend the Faculty Evaluation Workshop for DPC/Division Chairs planned by the Vice-Chancellor of Academic Affairs in the Fall or Spring semester. If no Chair is selected, the previous year's Chair must attend the meeting.

Responsibilities of the DPC:

By virtue of the extensive screening and initial hiring process, faculty members reviewed by the DPC are presumed to be valuable, contributing members. The responsibility of the DPC is to be supportive of and offer constructive, professional guidance designed to help applicants continue employment, gain tenure, or secure promotion. In this context, it is the responsibility of the DPC to:

1. Elect a Chair.

2. 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 and Provost's offices each year. Collective bargaining agreement guidelines are contained in the printed agreement between the State of Hawai'i/U.H. Board of Regents and the University of Hawai'i Professional Assembly (UHPA) in force at the time of evaluation.

3. Read and professionally review the applications within the schedule of timelines provided by Administration. Applications shall be evaluated against established community college, campus, and collective bargaining agreement criteria (see #2). No anonymous material will be accepted.

4. Meet with all applicants for tenure, promotion or contract renewal who have requested such a meeting.

5. Meet with the applicant if this is necessary to clarify questions raised in the evaluation process. If the DPC does request such a meeting, it will develop a written agenda for the meeting. A vote of four of the five members is necessary to request a meeting.

6. Request, if need be, that the applicant provide additional information for the purpose of clarifying questions raised in the evaluation process. Applicants reserve the right NOT to provide materials. The request for additional materials is to be forwarded to the applicant by the Chancellor. A vote of four of the five members is necessary to request additional information.

7. Read, discuss, evaluate and vote on all applications for tenure, promotion and contract renewal. The vote will be taken by written, secret ballot. No member may abstain from voting. The majority position (3 of 5 votes) becomes the recommendation of the committee. The vote count must be recorded. The Committee will decide whether or not to include the vote count in the written assessment. (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. Only DPC members who are tenured bargaining unit 07 members may vote on the tenure or contract renewal of another faculty member.

9. 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 five; however, such DPC members may participate in the discussions concerning the applicant.

10. Develop written recommendations of strengths and weaknesses for each applicant. The written recommendation and supporting comments must be signed by each committee member. If a committee member does not agree with the majority recommendation and therefore cannot sign the recommendation, that member must submit and sign a minority recommendation. In the event of a split vote, two minority reports must be written. (However, any member of the Committee can decide to not
11. Not discuss applications with non-DPC members.

12. Review the 1st and 3rd year voluntary assessment requests and provide feedback. See Guidelines for Voluntary Assessment of Probationary Faculty below.

Guidelines for Voluntary Assessment of Probationary Faculty:

1. 1st and 3rd year voluntary assessment requests are recommended for early feedback and will be reviewed by the DPC.

2. Voluntary assessments need to be turned in to the DPC Chair by Sept. 30.

3. The DPC will review the document and provide a peer review report within sixty (60) days.

4. The DPC Chair will return the voluntary assessment and peer review report to the probationary faculty.

5. An optional meeting can be arranged to discuss the recommendations by either the DPC or the faculty.

6. It will be at the faculty’s discretion to include the 1st and 3rd year DPC peer review report in his/her 2nd and/or 4th year contract renewal application.

Review and Update of the Procedures of the Student Services Personnel Committee:

1. The Student Services faculty (full-time tenured and full-time non-tenured) shall review these Operating Guidelines annually at the conclusion of all applicant reviews for the academic year. The procedures shall be reviewed in terms of compliance with the collective bargaining agreement, BOR policies, administrative guidelines, and revisions that the Student Services faculty wish to make.

2. The DPC Chair will schedule and convene a Student Services faculty meeting to review the procedures and discuss the need for changes. Discussions shall include all faculty members of the Division. All members of the Student Services faculty who are members of Bargaining Unit 07 shall be eligible to vote for changes to the procedures. Vote to be taken by secret, written ballot.

3. Changes in the procedures made by the Division shall include the date the changes are to take effect and how issues caught in transition will be handled.

4. Procedural changes shall be submitted to the Chancellor’s Office and UHPA for approval.

5. These procedures go into effect for the 2003-2004 Student Services Personnel Committee.

Approved/Disapproved

Erika Lacro
Chancellor
Honolulu Community College

Approved/Disapproved

Date

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

Approved by the Faculty in the Student Services Division in March 2013