University of Hawaii
HONOLULU COMMUNITY COLLEGE
Student Services

Division Personnel Committee (DPC) Guidelines and Procedures
September 2013

In the 2003-2009 Agreement between the University of Hawaii Professional Assembly and the Board of Regents of the University of Hawaii (Article XII: Tenure and Service, Sect. C: Contracts During Probationary Period), the contract changed from a one-year to a two-year probationary period. Contract renewals have since been required only on the 2nd and 4th probationary years as opposed to every year. If applicants request feedback for their contract renewal during their 1st and 3rd probationary years, amendments to the DPC Guidelines have been proposed.

In addition, the selection of DPC members should be selected at the end of the Spring semester instead of early Fall.

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.

Responsibilities of the DPC Chair:

12. Attend the Faculty Evaluation Workshop for DPC and Division Chairs at the beginning of the Fall semester. If no Chair is yet selected, the previous year’s Chair must attend the meeting.

Responsibilities of the DPC:

12. Read and professionally review the optional 1st and 3rd year contract renewal applications. See the “Guidelines for Voluntary Assessment of Probationary Faculty” below.

Guidelines for Voluntary Assessment of Probationary Faculty:

1. 1st and 3rd year contract renewal applications are optional but recommended 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.

Approved/Disapproved:

[Signature]

Erika Lacro, Chancellor
Honolulu Community College

10-15-13
Date

Approved/Disapproved:

[Signature]

James D. Kabealo
J.N. Musto, Executive Director
University of Hawaii Professional Assembly

10-28-13
Date