Response to College Recommendation 6

To fully meet the standard the team recommends that the college reviews its evaluation process for all positions and ensure all staff and faculty (including post-tenure faculty) are evaluated in all operational units on a regular basis. (Standard III.A.1.b)

The college has four classifications of employees. These include 1) Executives, 2) Faculty (instructional and non-instructional), 3) Administrative, Professional and Technical (APT), and 4) Civil Service employees. With the exception of the executive level employees, each group has an individual collective bargaining agreement with the University of Hawai‘i. Through union negotiations, a regulated evaluation schedule is established.

For members of the University of Hawai‘i Professional Assembly (UHPA), the faculty bargaining unit, an evaluation schedule is established by tenure-track, non tenure-track and post-tenure categories. Tenure-track employees are granted two-year contracts and go through a contract renewal process every two years until they are eligible to apply for tenure. Non-tenure track faculty members are on annual contracts and are required to apply for renewal every year. This review process includes several levels of evaluation. The evaluation is based upon the candidate’s teaching ability, his or her review of student learning in the classroom, professional development, and service to the college and the community. Faculty members are reviewed at several levels: by a department personnel committee made up of peers, by the division chair, by the dean of the division, and by the Chancellor. When applying for tenure and/or promotion, candidates are also reviewed by tenure and promotion review committees (TPRC, comprised of peers from their home campus as well as other UHCC campuses.) As dictated by Board policy 9-15 (link, post-tenure review policy), every faculty member will be evaluated through a post-tenure review process at least once every five years. This review requires, at a minimum, an assessment of teaching ability, student learning, and service activities [link, evidence in SOP.]

Administrative, Professional and Technical personnel (APT) belong to the Hawaii Government Employees Association (HGEA) bargaining unit. HGEA employees undergo an annual performance review every November. This review includes an assessment of their performance, and a review of their accomplishments based upon their previous year’s goals. At that time, employees also set goals for the upcoming year in consultation with their supervisor. Supervisors are notified electronically of the schedule for review, which occurs October through November each year.

Civil service employees are also State of Hawaii employees and belong to the United Public Workers (UPW) bargaining union. All civil service employees are also evaluated on an annual basis, depending on their anniversary date with the University of Hawai‘i. At this evaluation they review the previous year’s performance, and set performance goals for the following year.
When the ACCJC visiting team performed their accreditation visit in Oct 2012, the college was in the middle of the evaluation cycle for APTs. Data at that time indicated that not all employees were evaluated. In response to this recommendation, the college has developed a policy to hold supervisors accountable for completing all subordinates’ evaluations within the specific timeframe. [link, HCCP #9.202.] The policy will be brought to the four governance committees for comment and approval in Fall 2013. In addition to this policy, a standard operating procedure was developed to ensure that the Chief Personnel Director performs routine checks on the evaluation status of all APT and civil service employees and reminds them of the pending review. The operating procedures indicate the repercussions for not completing the performance reviews. Deans and Directors will be responsible for ensuring all employees within their division are evaluated. The 2013-2014 academic year will be the first year this procedure is in place and will be reviewed for improvement for Fall 2014.