

James D. Kaudus 1/26/2022
UHPA Date

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Chancellor's Office Date

**HAWAI'I COMMUNITY COLLEGE
ACADEMIC SUPPORT DIVISION
DIVISION PERSONNEL COMMITTEE GUIDELINES AND PROCEDURES**

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 Academic Support Division at Hawai'i Community College.

EFFECTIVE DATE:

These guidelines and procedures become effective July 1, 2022.

INTRODUCTION:

The Academic Support Division includes non-instructional faculty members in the Academic Support units in Chart 3-B and 7 of the College's organizational chart that provide institutional support and services to academic programs and non-instructional departments. Academic support faculty are defined in the University of Hawai'i Community Colleges (UHCC) Faculty Classification Plan.

Since faculty in this Division report directly to an administrator rather than to a division chair, these guidelines do not include provisions for the recommendation of a division chair.

A. DEVELOPMENT AND AMENDMENTS TO GUIDELINES AND PROCEDURES:

1. All Bargaining Unit 07 members in the Academic Support Division (including non-tenure track faculty) may be involved in the formal deliberations regarding the establishment of these guidelines and procedures; the review of these guidelines and procedures; and any possible amendments to these guidelines and procedures.
2. All Bargaining Unit 07 members in the Academic Support Division (including non-tenure track faculty) are eligible to vote for the acceptance or rejection of any subsequent amendments that are proposed.
3. These guidelines and procedures may be amended at any time during the year subject to the approval by a simple majority of all Bargaining Unit 07 members in the Division.
4. Initial approval of and subsequent proposals to amend these guidelines and procedures must be voted on by secret ballot.
5. Any Bargaining Unit 07 member in the Academic Support Division may recommend changes or request proposed amendments to be formally discussed; however, it shall be

the responsibility of the DPC to review these guidelines and procedures annually to ensure conformance with the terms of the collective bargaining agreement, UH Board of Regents policies, and administrative guidelines and procedures.

6. Recommendation for changes shall be forwarded to the DPC Chair who will inform all Bargaining Unit 07 members in the Academic Support Division to convene a meeting to discuss the recommendation(s) and to conduct the election required to approve any changes to these guidelines and procedures.
7. This and any subsequently approved amendments shall be compiled and submitted for review and approval through the appropriate channel by the DPC Chair.

B. DPC MEMBERSHIP:

1. Only tenured Bargaining Unit 07 members may be included on the DPC.
 - a. Eligible individuals not elected to serve on the Academic Support Division DPC may be eligible to serve on a DPC of another division.
 - b. No one shall serve on more than one DPC in the same semester or year.
2. The DPC shall be comprised of three tenured Bargaining Unit 07 members from within the Academic Support Division.
 - a. If there are fewer than three (3) members, the Vice Chancellor for Academic Affairs (VCAA) will seek an additional member(s) from outside of the Division based on the list of eligible faculty provided by the Hawai'i CC Administration. The additional member(s) from outside of the division will be appointed by the VCAA in consultation with the DPC. The term for this additional member will be for a one-semester or one-year term based on need.
3. Selection of the DPC shall be by secret ballot.
 - a. All tenured Bargaining Unit 07 members in the Academic Support Division shall be eligible to serve, including those who are applicants for promotion.
 - b. Those elected to the DPC shall serve for two academic years.
 - c. No member shall serve consecutive two-year terms unless there are an insufficient number of eligible members.
 - d. To ensure a degree of continuity, members shall serve staggered terms. Elections will be held each year for two (2) or one (1) member(s) of the committee as two-year terms expire.
 - i. An election for a one-year term may be conducted in addition to or in place of the annual two-year term election if it becomes necessary in order to maintain the staggered term provision.
 - e. Those eligible but not elected to serve on the DPC shall be designated as alternates in the order of the higher to lower number of votes received being equated with first alternate, second alternate, and so on. In the case of ties, another vote will be taken to determine clearly the order in which alternates will be identified.

- f. If any elected DPC member is unable to complete a term due to illness, approved leave of absence or other valid reason, the first alternate as described in 3.e. above shall replace the member who is not able to serve for the length of her/his term or until she/he is able to resume serving. If for some reason the first alternate cannot serve, the second alternate shall serve and so on until a replacement is determined.
- g. Although individuals eligible for promotion may serve on the DPC, they shall recuse themselves from all deliberations and voting on their application for promotion. In such instances, the first alternate as described 3.e. above shall replace that recused member for review, deliberations, and voting on her/his application only.
- h. The same guidelines and procedures outlined in items 3.f. and 3.g. above shall be followed in instances where any sitting DPC member recuses herself or himself in the review, deliberations and voting on an individual's application for renewal, tenure, or promotion because of a conflict of interest or some other valid reason.
- i. Elections for the DPC shall be conducted by the outgoing DPC Chair at her/his discretion before the end of April of each year.
 - i. All Bargaining Unit 07 members in the Academic Support Division (including non-tenure track faculty) are eligible to vote.
 - ii. Ballots will consist of a predetermined listing of all tenured Bargaining Unit 07 members in the Academic Support Division to be elected for the respective term of the subject election.
 - iii. Ballots shall be distributed at the appropriate time by the outgoing DPC Chair and completed ballots shall be collected in a manner determined by the DPC that ensures confidentiality, such as anonymous web-based voting, paper ballots deposited into a ballot box, etc. Ballots will be counted and verified by the outgoing DPC Chair and at least one member of the outgoing DPC.
 - iv. Those eligible to vote will be instructed to vote for up to three (3) individuals. If only three (3) or fewer are eligible to serve, then all will be automatically appointed without further action.
 - v. The three (3) individuals receiving the highest number of votes shall be elected to serve on the DPC. As outlined in 3.e. above, those eligible but not elected to serve on the DPC shall be designated as alternates.
 - vi. Ties will result in a second voting between those individuals involved. Voting will take place in a timely manner as determined by the outgoing DPC Chair.

C. SELECTION OF THE DPC CHAIR:

- 1. The senior ranking faculty member of the newly elected DPC will convene the DPC in early May to elect the Chair.

2. The members of the DPC shall select a Chair from among its members. Selection of the DPC Chair shall be by whatever method deemed appropriate and agreed upon by the majority of the DPC membership, as long as the DPC Chair is a member of the Academic Support Division.
3. The DPC Chair shall serve for one year with no limits to the number of years or consecutive semesters the Chair may serve.
4. Individuals applying for promotion shall not serve as DPC chair.
5. Should the selected Chair not be able to fulfill her/his responsibilities in part or in whole, the DPC shall select a temporary or permanent replacement by whatever means agreed upon by the majority of the DPC membership.
6. A quorum for the purpose of selecting a Chair shall be equal to the DPC membership.

D. GENERAL DPC OPERATING GUIDELINES:

1. Applications for tenure, promotion, and contract renewal shall be evaluated against established UH Community Colleges, campus, and collective bargaining agreement criteria. The UH Community Colleges and campus criteria are contained in guidelines provided by the Vice President for Community Colleges and Chancellor's Offices each year and collective bargaining agreement guidelines are contained in the printed agreement between the State of Hawai'i/UH Board of Regents and the University of Hawai'i Professional Assembly in force at the time of evaluation.
2. All deliberations of the DPC shall be confidential and shall not be discussed with non-DPC members. There shall be no attempts made to contact the applicant to inform her/him of the DPC evaluation or recommendation. If the DPC finds it necessary to request additional information or materials not contained in the original application, the request shall be made through the Office of the Chancellor.

E. TENURE AND PROMOTION DELIBERATION GUIDELINES:

1. When reviewing applicants for promotion from rank 3 to rank 4 or rank 4 to rank 5, the DPC members reviewing the document must be at the same or higher rank as the applicants' current rank. Only DPC members of equal or higher rank to which the applicant has applied can vote on applications for promotions. There should be a minimum of two voting members on a DPC. If there are not 2 members from the Division eligible to vote, the Division will seek member(s) of appropriate rank from outside the Division as described in B.2.a.
2. Relevant sections and provisions of the current collective bargaining agreement governing the DPC and deliberations pertaining to tenure and promotion applicants must be followed.
3. Relevant sections and provisions of the UH Community Colleges' and campus' administrative guidelines governing the DPC and deliberations pertaining to tenure and promotion applications must be followed.

4. A candidate may choose to exclude participation by one other department member where the candidate believes that a conflict exists that would prevent the member's fair evaluation of a tenure or promotion application made by the candidate. The candidate must submit a written request to the Academic Support Division DPC Chair no later than September 15 to exclude a DPC member. If the candidate chooses to exclude the Division DPC Chair, the candidate must submit the written request to the Chancellor. The Chancellor will instruct the DPC Chair to adhere to the request.
5. A quorum for DPC action shall be equal to the number of members on the DPC. Exceptions to this may be granted by the Chancellor at the request of the DPC Chair through the VCAA. No abstention votes will be allowed.
6. Any decision to make a recommendation on an application for or against tenure and/or promotion shall require a vote by secret ballot either for or against recommending tenure and/or promotion. The DPC Chair and at least one other member of the DPC designated by the Chair shall count and verify the ballots.
7. The DPC Chair shall then prepare a final report of the applicant's strengths and weaknesses that also may include the recommendation of the DPC. However, the DPC Chair may assign other members the responsibility for writing up a draft of the report for a designated applicant for tenure and promotion.
8. If the vote to recommend for or against tenure and/or promotion is not unanimous the DPC report may include the minority view(s), if any.

F. CONTRACT RENEWAL DELIBERATION GUIDELINES:

1. Relevant sections and provisions of the current collective bargaining agreement governing the DPC and deliberations pertaining to contract renewal applications must be followed.
2. Relevant sections and provisions of the UH Community Colleges' and campus' administrative guidelines governing the DPC and deliberations pertaining to contract renewal applications must be followed.
3. A candidate may choose to exclude participation by one other department member where the candidate believes that a conflict exists that would prevent the member's fair evaluation of a tenure or promotion application made by the candidate. The candidate must submit a written request to the Academic Support Division DPC Chair no later than September 15 to exclude a DPC member. If the candidate chooses to exclude the Division DPC Chair, the candidate must submit the written request to the Chancellor. The Chancellor will instruct the DPC Chair to adhere to the request.
4. A quorum for DPC action shall be equal to the number of members on the DPC. Exceptions to this may be granted by the Chancellor at the request of the DPC Chair through the VCAA. No abstention votes will be allowed.
5. A recommendation is required for all contract renewal applications, except for Acting Appointments. The recommendation for or against contract renewal requires a vote by secret ballot. The DPC Chair and at least one other member of the DPC designated by the Chair shall count and verify the ballots.

6. The DPC Chair shall then prepare the final report of the applicant's strengths and weaknesses and the recommendation of the DPC. However, the DPC Chair may assign other members the responsibility for writing up a draft of the recommendation for a designated applicant for contract renewal.
7. If the vote to recommend for or against tenure and/or promotion is not unanimous the DPC report may include the minority view(s), if any.

G. RESPONSIBILITIES OF THE DPC CHAIR:

1. The DPC Chair shall be responsible for coordinating the review of the tenure, promotion, and/or contract renewal applicant's dossier by all DPC members; arranging and conducting the meetings of the DPC; and ensuring all collective bargaining agreement and administrative guidelines are followed.
2. The DPC Chair is responsible for submitting the results of the DPC evaluation for each applicant. However, the DPC Chair may assign other members the responsibility for writing up a draft of the recommendation for a designated applicant for tenure, promotion, or contract renewal.
3. The DPC Chair is responsible for ensuring that the report is prepared and submitted on time, and for showing the contract renewal assessments and recommendations to the Faculty Member concerned.
4. The DPC Chair is responsible for coordinating and conducting the election for the incoming DPC.

H. RESPONSIBILITIES OF THE DPC:

1. Review the dossier of the applicant for completeness.
2. Consider the evidence and only the evidence, and develop a written statement on the strengths and weaknesses of the applicant.
3. For contract renewal, provide a report of the applicant's strengths and weaknesses and make a recommendation as to whether contract renewal should be granted.
4. For tenure and/or promotion, provide a report of the applicant's strengths and weaknesses, which may also include a statement of recommendation for tenure and/or promotion.
5. Protect the privacy of the applicant and of members of the DPC by not discussing the dossier or conversations or reports of the DPC with any individual not involved in the evaluation process.
6. No anonymous materials should be solicited or contributed by any member of the DPC, nor should any hearsay conversation or "rumors" take place as part of the deliberations of the DPC.
7. Requests for additional relevant information from the applicant should be made only through the Chair of the DPC, who shall forward the request to the Chancellor.

These procedures have been reviewed by the Academic Support Division faculty members:

<i>Reshela DuPuis</i>	1/12/2022
Reshela DuPuis, Institutional Assessment Coordinator	Date
<i>Lisa Fukumitsu</i>	1/13/2022
Lisa Fukumitsu, Student Success Coordinator	Date
<i>Laurel Gregory</i>	1-20-22
Laurel Gregory, Librarian	Date
<i>Michelle Lambert</i>	1/12/2022
Michelle Lambert, Pathways Coordinator	Date
<i>Leanne Urasaki</i>	1/12/2022
Leanne Urasaki, Instructional Technology Developer	Date

Approved: March 2019
Revised: January 2022