

James D Kandash 3/15/2019  
UHPA Date

Rachel Solemsoas 3/18/19  
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, 2019.

**INTRODUCTION:**

The Academic Support Division includes non-instructional units that provide institutional support and services to academic programs and non-instructional departments. The Division includes Academic Support faculty as defined in the UHCC Faculty Classification Plan:

*Resource Professionals (e.g. librarians, media coordinators/specialists, learning assistance center directors/staff) gather, organize, circulate, develop, and evaluate resources in support of the educational mission of the college. They also provide instructional faculty with expertise through their knowledge of learning resources and styles, alternate learning modes or methods for the assessment of student learning; in settings outside of the classroom, they organize learning activities for students, including providing instruction on information literacy or study skills. Resource faculty members are essential partners with instructional faculty, supporting teaching and learning through preparation and organization of teaching aids, and disseminating information and teaching tools designed to serve the needs of diverse students, many with special needs. To discharge this responsibility, they must support and facilitate faculty, staff, and student use of resources, and must contribute to the improvement of the quality and availability of resources.*

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 (including non-tenure track faculty) in the Academic Support Division 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, U.H. 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) as may be determined necessary, 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 a staggered two-year term with two (2) and one (1) member(s) of the committee elected every other year for a two-year term.
  - i. Initial elections for the DPC members under the provisions of this procedure shall elect two (2) members for a two-year term covering the academic year 2019-2021 and one (1) members for a one-year term covering the academic year 2019-2020.
  - ii. 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 he/she 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. The first selection for the Division shall be conducted by VCAA during July 2019. Subsequently, elections for the DPC shall be conducted by the outgoing DPC Chair at her/his discretion before the end of the August of each year.
  - i. Ballots will consist of a predetermined listing of all eligible to be elected for the respective term of the subject election.
  - ii. 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 which 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.

- iii. 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.
- iv. For the first election under the provisions of these guidelines and procedures, prior DPC service shall not be considered for eligibility and all eligible members of the Academic Support Division shall be subject to election.
  1. All Bargaining Unit 07 faculty members (including non-tenure track faculty) are eligible to vote.
  2. 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.
  3. The three (3) individuals receiving the highest number of votes shall be elected to serve on the DPC with a random drawing conducted by the VCAA to determine the two (2) who would serve a complete two-year term and the one (1) who would serve an initial one-year term under the provisions of these guidelines and procedures. If fewer than three (3) are eligible to serve, all will serve initial two-year terms.

#### **C. SELECTION OF THE DPC CHAIR:**

1. The senior ranking faculty DPC member will convene the first meeting.
2. The members of the DPC shall select a Chair from among its members at its first meeting after the selection of the DPC has taken place. 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. 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.
5. 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 Community Colleges, campus, and collective bargaining agreement criteria. The 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/U.H. 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 Community College's 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 minority members of the DPC may request that their view(s) be included in the DPC Report.

## **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 Community College's and campus' administrative guidelines governing the DPC and deliberations pertaining to contract renewal applications must be followed.
3. 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.
4. 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.
5. 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.
6. If the vote to recommend for or against contract renewal is not unanimous, the minority members of the DPC may prepare and submit a minority report that will be appended as a part of the DPC final report.

## **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; ensuring all collective bargaining agreement and administrative guidelines are followed.
2. The DPC Chair is responsible for recording the results of the DPC evaluation on the appropriate pages of the tenure/promotion/contract renewal application 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 assessments and recommendations to the Faculty Member concerned before notifying the Chancellor's Office of completion of the DPC review.
4. The DPC Chair is responsible for coordinating and conducting the election for the incoming DPC.


## **H. RESPONSIBILITIES OF THE DPC MEMBERS**

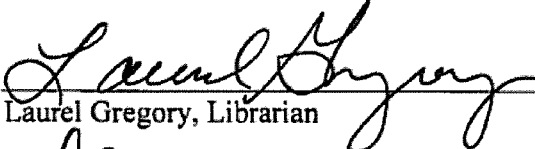
1. Review the dossier of the applicant for completeness.

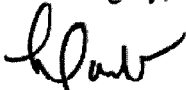
2. Consider the evidence and only the evidence, and develop a written statement on the strengths and weaknesses of the applicant.
3. For contract renewal, provide a report of the applicant's strengths and weaknesses and make a recommendation as to whether contract renewal should be granted.
4. For tenure 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:**

 2019-03-08  
 Reshela DuPuis, Institutional Assessment Coordinator Date

 3-8-19  
 Lisa Fukumitsu, Student Success Coordinator Date

 3-7-19  
 Laurel Gregory, Librarian Date

 3/7/19  
 Michelle Lambert, Pathways Coordinator Date

 3/8/2019  
 Leanne Urasaki, Instructional Technology Developer Date