

**HAWAII COMMUNITY COLLEGE  
BUSINESS EDUCATION and TECHNOLOGY DIVISION  
and HOSPITALITY 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 Business Education and Technology and Hospitality Divisions at Hawaii Community College. One DPC will include members from both Divisions.

**EFFECTIVE DATE:**

These guidelines and procedures become effective July 1, 2020 .

**DEVELOPMENT AND AMENDMENTS TO GUIDELINES AND PROCEDURES:**

1. All Bargaining Unit 07 members (including non-tenure track faculty) in the Business Education and Technology and Hospitality Divisions 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 Business Education and Technology and Hospitality Divisions (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 Business Education and Technology and Hospitality Divisions 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 Division Chair who will inform all Bargaining Unit 07 members in the Business Education and Technology and Hospitality Divisions to convene a meeting to discuss the recommendation(s) as may be

Proposed December 12, 2019 .

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 Division Chair.

**DPC MEMBERSHIP:**

1. Only tenured Bargaining Unit 07 members may be included on the DPC.
  - a. Eligible individuals not elected to serve on the Business Education and Technology and Hospitality 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 at least three (3) but not more than five (5) tenured Bargaining Unit 07 members from within the Business Education and Technology and Hospitality Divisions.
  - a. If there are fewer than three (3) members, the Division Chair will seek an additional member(s) from outside of the division based on the list of eligible faculty provided by the Division Chairs and HawCC Administration. The additional member(s) from outside of the division will be appointed by the Vice Chancellor of Academic Affairs in consultation with the Division Chair. The term for this additional member will be for a one-semester or one-year term based on need.
3. Selection of those eligible to serve on the DPC shall be by secret ballot.
  - a. All tenured Bargaining Unit 07 members in the Business Education and Technology and Hospitality Divisions 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 two-year term with up to three (3) and two (2) member(s) of the committee elected every other year for a two-year term.
    - 1) Initial elections for the DPC members under the provisions of this procedure shall elect up to three (3) members for a two-year term covering the academic year 2020-2022 and up to two (2) members for a

one-year term covering the academic year 2021-2022 . In the next year under the provisions of this procedure (academic year 2022-2023 ), up to two (2) members shall be elected for a two-year term covering the academic years 2022-2024 . Those elected to the initial one-year term will also be eligible for election to a full two-year term.

- 2) If fewer than five (5) members will be serving on the DPC, the staggered term provision will still be maintained although the ratio by which members may be elected each year will change.
  - 3) 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 his/her 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 his/her 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 recused himself or herself 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 Division Chair at his/her discretion before the end of the Spring Semester or as early as possible in the Fall Semester.
    - (1) Ballots will consist of a predetermined listing of all eligible to be elected for the respective term of the subject election.

- (2) Ballots shall be distributed at the appropriate time by the Division Chair and completed ballots shall be collected in a manner determined by the Division Chair which ensures confidentiality, such as ballots being deposited into a ballot box. Ballots will be counted and verified by the Division Chair and the Division Secretary or any others as may be designated by the Division Chair.
- (3) Ties will result in a second voting between those individuals involved. Voting will take place in a timely manner as determined by the Division Chair.
- (4) 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 Business Education and Technology and Hospitality Divisions shall be subject to election.
  - (a) All Bargaining Unit 07 faculty members (including non-tenure track faculty) are eligible to vote.
  - (b) Those eligible to vote will be instructed to vote for up to five (5) individuals. If only three are eligible to serve then all will serve (without an election).
  - (c) The three (3) individuals receiving the highest number of votes shall be elected to serve on the DPC. If all five (5) individuals receiving the highest number of votes want to serve on the DPC, all five (5) will be allowed to serve. The Division Chair will conduct a random drawing to determine the three (3) who would serve a complete two-year term and the two (2) who would serve an initial one-year term under the provisions of these guidelines and procedures.

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

1. The elected members of the DPC shall select a Chair from among its members at its first meeting after the election for the DPC has taken place. The Division Chair shall appoint a convener for the first meeting.
2. Selection of the DPC Chair shall be by whatever method deemed appropriate and agreed upon by the majority of the DPC membership.
3. The DPC Chair shall serve for one academic year with no limits to the number of academic years or consecutive semesters the Chair may serve.

4. Should the selected Chair not be able to fulfill his/her 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.

**GENERAL DPC OPERATING GUIDELINES:**

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; preparing the final DPC report for each applicant; and forwarding all applications to the Division Chair upon completion of the DPC review.
2. 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 Hawaii/U.H. Board of Regents and the University of Hawaii Professional Assembly in force at the time of evaluation.
3. 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 him/her of the DPC assessment 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 Chancellor for tenure and promotion applications and the Division Chair for contract renewal applications.
4. Once elected to the DPC, a member may not assist in the preparation of an applicant's tenure, promotion or contract renewal document.

**GENERAL TENURE AND PROMOTION DELIBERATION GUIDELINES:**

1. Relevant sections and provisions of the collective bargaining agreement in force governing the DPC and deliberations pertaining to tenure and promotion applicants must be followed.
2. 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.
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

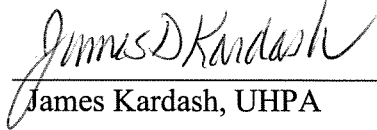
through the Division Chair. No abstention votes will be allowed.

4. 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.
5. The DPC Chair shall then prepare a report of the applicant's strengths and weaknesses and the recommendation of the DPC.
6. If the vote to recommend for or against tenure and/or promotion is not unanimous, the minority members of the DPC may include arguments that may be reflected in the report.

**GENERAL CONTRACT RENEWAL DELIBERATION GUIDELINES:**

1. Relevant sections and provisions of the collective bargaining agreement in force 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 Division Chair. 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 a report of the applicant's strengths and weaknesses and the recommendation of the DPC.
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.

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James Kardash, UHPA

11/20/2020  
Date

**HAWAII COMMUNITY COLLEGE  
BUSINESS EDUCATION and TECHNOLOGY DIVISION  
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DIVISION PERSONNEL COMMITTEE GUIDELINES AND PROCEDURES**

*Joni Onishi*

10/22/2020

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Joni Onishi, Vice Chancellor of Academic Affairs

Date

*Rachel Solemsaas*

10/22/2020

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Rachel Solemsaas, Chancellor

Date



**HAWAII COMMUNITY COLLEGE  
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East Hawaii BEaT & Culinary

Anne Chung, BTEC Faculty 	Date October 1, 2020
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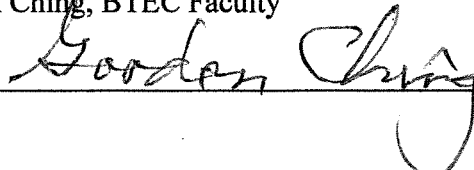
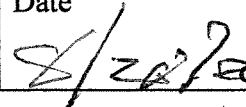
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Carrie Butler, IT Faculty <i>Carrie Butler</i>	Date 08/20/2020
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Gordon Ching, BTEC Faculty 	Date 
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Susie Dill, ACC Faculty <i>Susie Dill</i>	Date 8/20/2020
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West Hawaii BEaT & Culinary

Paul Heerlein, WH CULN Faculty 	Date 8/31/2020
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Proposed December 12, 2019 .


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Brian Hirata, EH CULN Faculty <i>Brian Hirata</i>	Date 8-25-20
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Donala Kawa'auhau, MKT Faculty 	Date 8/23/20
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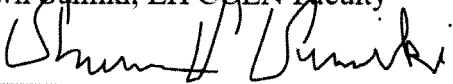
Beth Sanders, ACC Faculty 	Date Aug 20, 2020
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Shawn Sumiki, EH CULN Faculty 	Date 08/20/2020
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Proposed December 12, 2019 .