

Union

James D Kardash 3/16/2021
UHPA Date

Hawai'i Community College

Rachel Solemeas Feb 22, 2021
Chancellor's Office Date

**GUIDELINES FOR THE DIVISION PERSONNEL PROCEDURES
RELATING TO TENURE, PROMOTION, AND CONTRACT RENEWAL**

General Student Support Services Division (As amended and then approved, August 24th 2020).

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 General Student Support Services (GSSS) Division at Hawai'i Community College.

A. MEMBERSHIP

1. Only tenured members of BU 07 may be included on the DPC.
2. The DPC shall comprise of five (5) tenured faculty and two (2) alternates.
3. If there is an insufficient number of tenured members available or eligible to serve from within the General Student Support Services Division (henceforth referred to as the Division), the DPC membership may be comprised of fewer than five (5) members and two (2) alternates to *no less* than five (5) members and zero (0) alternates.
4. The DPC shall, as much as possible, be filled first by members of the Division; however, when there is an insufficient number of qualified, tenured faculty members within the Division to serve, tenured faculty from other departments/divisions will be asked to participate.
5. All DPC members shall not serve on more than one DPC at a time, except in special circumstances when another department/division requests a GSSS member's participation due to their department/division having insufficient, qualified members to review applications for tenure and/or promotion.
6. A Division faculty member who is an applicant for promotion may serve on the DPC providing that he/she is replaced by an alternate when his/her document is up for review.
7. Each member of the DPC shall serve a one-year term. Each term constitutes an academic year. A term shall start in August and end in May. If needed, the additional member(s) from outside of the Division will serve for a one-semester or one-year term based on need.

B. SELECTION OF DPC MEMBERS

1. All tenured Division faculty shall be placed on the eligible list as candidates for election to the DPC. When there is an insufficient number of qualified faculty members within the Division to serve, the GSSS DPC Chair will obtain a list of eligible, tenured faculty from other departments/divisions and/or the Vice Chancellor for Academic Affairs (VCAA). It is a best practice that these individuals should not be serving on another DPC. However, special circumstances may warrant the need for faculty at the higher ranks (C4/C5) to review promotional documents, and their appointments may be approved when needed.
2. All full-time Division faculty (tenured and non-tenured) are eligible to vote for DPC members.
3. Selection of the DPC members shall be by secret ballot. Elections shall be conducted by the GSSS DPC Chair and one other member of the DPC selected by the DPC.
 - a. Elections shall be held before the end of March. Elections shall be held for five working days and will officially close at 4:00 p.m. on the fifth day.
 - b. The presiding GSSS DPC Chair will create a ballot consisting of a predetermined list of candidates. Handwritten names or last minute write-ins shall not be accepted. Any ballot that has not followed the prescribed instructions or is illegible shall be declared invalid. Candidates with the most votes shall be elected.
 - c. Two alternates shall also be nominated-- based on a rotation schedule of eligible Division members-- to serve as substitutes for any member of the DPC who is unable to serve. Division alternates will also be elected by majority vote by the members of the Division. If there are no eligible members from the Division, then candidates from the list of eligible members from other departments/divisions will be used and elected by the Division.
4. An alternate may be asked to substitute for a member of the DPC who is unable to serve. The GSSS DPC Chair shall determine when a member is unable to serve. A member will be deemed unable to serve if he/she is on approved leave of absence or if he/she is an applicant for promotion.
5. If the number of members on the DPC falls below the minimum of five (5) members, a special election to fill the vacancies shall be held. The GSSS DPC Chair and one other member of the DPC selected by the DPC shall conduct the election.
6. All tenured Division faculty not on the Division DPC may be asked to serve on DPCs for other departments/divisions.
7. Whenever possible, EEO/AA requirements to balance gender and ethnicity shall be followed in establishing the composition of the DPC.

C. SELECTION OF THE CHAIR OF THE GSSS DPC

1. The Chair of the GSSS DPC shall be rotated each year among the eligible GSSS members. A schedule of rotation will be used to nominate the Chair who will then be elected by majority vote by the members of the Division. The nominees for GSSS DPC Chair shall be limited only to members of the Division.
2. The GSSS DPC Chair shall serve for one academic year. The GSSS DPC Chair may be re-elected to serve in this capacity no more than two consecutive years.
3. In March of the Spring semester, the outgoing GSSS DPC Chair shall facilitate the election of the incoming GSSS DPC Chair. Elections shall be conducted by secret ballot.
4. Should the elected GSSS DPC Chair be unable 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.

D. TENURE AND PROMOTION

1. The DPC shall have a quorum of three (3) members when considering candidates for tenure and promotion.
 - a. 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 applicant's current rank. The GSSS DPC Chair will make every effort to first assign reviewers who are currently at the rank to which the applicant has applied. Only DPC members of equal or higher rank to which the applicant has applied can vote on applications for promotions.
 - b. A candidate may choose to exclude participation by no more than two other department members where the candidate believes that a conflict exists that would prevent the Faculty Member's fair evaluation of a tenure or promotion application made by the candidate. The candidate must submit a written request to the GSSS DPC Chair to exclude DPC members no later than two weeks prior to the document submission deadline. If the candidate chooses to exclude the GSSS DPC Chair, the candidate must submit the written request to the Chancellor. The Chancellor would notify the GSSS DPC Chair about adhering to the request.
 - c. Department Chairs, and other bargaining unit members serving in similar capacities such as those with the title Director, shall not participate by voice, vote, presence, or in any other form of communication in the deliberations of the DPC over individual tenure and promotion applications.
2. The applicant's dossier shall be reviewed separately by each member of the DPC for content and completeness. DPC members are reminded that an applicant's dossier is confidential and should not be discussed with non-DPC members.

3. After all members of the DPC have reviewed the dossier, the committee shall meet to discuss the strengths and weaknesses of the applicant and to decide whether or not to submit a recommendation.
 - a. The members of the committee shall be polled by secret ballot as to whether recommendation for or against tenure/promotion shall be given. A majority decision of the committee shall prevail. The Chair of the DPC or his/her designee shall be responsible for the recording of the consensus opinion of the committee and for the written recommendation from the DPC.
 - b. If the vote to recommend for or against tenure and promotion is not unanimous, the minority members' concerns may be included in the final report that will be appended as a part of the DPC final report.
4. Special attention is required in those cases where faculty at rank C2 are being evaluated for tenure. The contract states that if a faculty member is awarded tenure, he/she is also promoted to C3. Therefore, these individuals must meet the criteria for tenure at the C3 level.
5. The results of the DPC assessments shall be recorded on the appropriate pages of the tenure/promotion application. The Chair of the GSSS DPC shall record the assessment of the DPC and submit its written recommendation. The GSSS DPC Chair shall be responsible for notifying the Chancellor's Office that the written recommendation has been submitted and of the completion of the DPC review.
6. No anonymous materials shall be solicited or added to a dossier by any member of the DPC. The DPC may request that the applicant provide additional relevant information. Such requests shall be made through the Office of the Chancellor. There shall be no attempt to contact the applicant to inform him/her of the deliberations, assessment, or recommendation.
7. When highly technical material is submitted by the applicant (such as a publication), the DPC may seek direct evaluation assistance from an outside expert. Such contacts shall be cleared through the Chancellor.
8. Questions regarding these procedures shall be directed to the Chancellor or to UHPA. It is the responsibility of the Chancellor to provide the applicant with a copy of the DPC's assessment.

E. CONTRACT RENEWAL PROCEDURES

1. The DPC shall have a quorum of three (3) members when considering candidates for contract renewal.
2. The applicant's dossier shall be reviewed separately by each member of the DPC for content and completeness. DPC members are reminded that an applicant's dossier is confidential and should not be discussed with non-DPC members.
3. After members of the DPC have reviewed the dossier, the DPC shall meet to discuss the strengths and weaknesses of the applicant.

- a. A DPC recommendation is required for all contract renewal applications except those for Acting Appointments. The members of the DPC shall be polled by secret ballot as to whether recommendation for or against contract renewal shall be given. A majority decision of the committee shall prevail. The Chair of the DPC or his/her designee shall be responsible for the recording of the consensus opinion of the committee and for the written recommendation from the DPC.
 - b. If the vote to recommend for or against contract renewal is not unanimous, the minority member's concerns may be included in the final report that will be appended as a part of the DPC final report.
4. The results of the DPC assessments shall be recorded on the appropriate pages of the contract renewal application. The Chair of the DPC shall record the assessment of the DPC and submit its written recommendation. The Chair shall be responsible for notifying the Chancellor's Office of the written recommendation and of the completion of the DPC review.
5. No anonymous materials shall be solicited or added to the dossier by any member of the DPC. The DPC may request that the applicant provide additional relevant information. Such requests shall be made through the Office of the Chancellor. There shall be no attempt to contact the applicant to inform him/her of the deliberations, assessment, or recommendation.
6. When highly technical material is submitted by the applicant (such as a publication), the DPC may seek direct evaluation assistance from an outside expert. Such contacts shall be cleared through the Chancellor.
7. Questions regarding these procedures shall be directed to the Chancellor or to UHPA. It is the responsibility of the Chancellor to provide the applicant with a copy of the DPC's assessment.

F. REVIEW AND UPDATE OF DPC GUIDELINES

1. DPC guidelines shall be reviewed annually at the end of each term by the presiding GSSS DPC Chair and all members of the GSSS Division for conformance with the terms of the collective bargaining agreement, BOR policies, and administrative guidelines. Any tenured or non-tenured GSSS Division faculty member may request a review to change certain procedures at any time. Such requests shall be submitted in writing to the GSSS DPC Chair to be considered by the Division.
2. Any changes to the DPC guidelines must be discussed at a meeting which is open to all tenured and non-tenured faculty members of the Division. All tenured and non-tenured faculty are eligible to vote on such changes. Voting must be by secret ballot and shall be conducted by the presiding GSSS DPC Chair. A majority decision shall prevail. All internal changes shall be implemented at the start of a new term (Fall Semester) of the following academic year.
3. Any changes resulting from revisions in the collective bargaining agreement, BOR policies, and/or administrative guidelines shall take effect as required.

4. The GSSS DPC Chair and his/her designee shall be responsible for revising the guidelines and ensuring that the changes are submitted to the Chancellor's Office and UHPA for review.
5. Once the revised guidelines have been approved, the GSSS DPC Chair will disseminate them to the Division members.