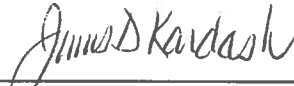




Chancellor

Jan 25, 2024

Date



UHFA

1/30/2024

Date

Humanities Department Personnel Committee Procedures and Procedures for the Election of the Humanities Department Chair

Purpose: The purpose of these procedures is to provide the basic guidelines and procedures governing tenure, promotion and contract renewal for faculty within the Humanities Department at Hawai'i Community College.

Effective Date: These procedures become effective January 19, 2024.

Guidelines

- A. On the development of and amendments made to these procedures:
1. These procedures and any subsequent changes must be approved by a majority vote of all faculty members (including non-tenure track) in the Department, including those on approved leave.
 2. The procedures may be amended at any time during the year, provided that a majority of the faculty (including non-tenure track) have been informed of the proposed changes and have been given the opportunity to vote on the proposed changes.
- B. On the membership of the Humanities Department Personnel Committee
1. As stated in the 2021-2025 BU07 collective bargaining agreement, Article X. B: Only Faculty Members of equal or higher rank to which the applicant has applied can vote on applications for promotions. For the HUM Dept. DPC, a minimum of three (3) tenured members who are of equal or higher rank are required in order to vote on applications for promotion. Only such members of equal or higher rank may vote on applications for promotion.
 2. All eligible Humanities Department faculty members shall be placed on the eligible list as candidates for election to the DPC. When there are insufficient eligible faculty members within the department to serve on a specific DPC due to item #1 above, eligible tenured faculty members from other divisions/departments will be solicited via the Dean of Liberal Arts and Public Services. Eligible faculty members from other departments/divisions will be placed on a list of candidates for election to the DPC. The Dean of Liberal Arts and Public Services will notify the DPC chair of any change in the eligible list so that a ballot can be expeditiously prepared.

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3. All tenured department faculty members not serving on the DPC are eligible to serve on other DPCs but only after a collegial request from the other department/division and a consultation with the Dean of Liberal Arts and Public Services. Service on another DPC is not mandatory and is at the discretion of the individual faculty member.
 4. If a DPC member is also an applicant for promotion, the Department Chair may ask the alternate elected, if any, by the department to substitute for the regular DPC member during the applicant's review process.
- C. On selection of members for the Department Personnel Committee (DPC)
1. The Humanities faculty members will elect DPC members by secret ballot, including nominated faculty members from other divisions when applicable.
 2. The Humanities faculty members will elect DPC members during the spring semester previous to the academic year of service on the DPC. If needed, additional DPC members could be elected during the beginning of the fall semester.
 3. The DC will initiate the DPC election process by requesting eligibility information from all Humanities tenured faculty members. A tenured faculty member is not eligible if he/she is serving as a department or division chair.
 4. The DC will designate when possible deadlines for submitting eligibility information and holding the elections.
- D. On selection of a convener of the DPC
1. The DPC shall select the convener.
- E. On tenure, promotion and contract renewal reviews
1. The convener of the DPC will be responsible for coordinating the review of the tenure/promotion/contract renewal applicant's dossier by all DPC members, arranging the meetings of the Committee, preparing the final DPC report, and ensuring that the contractual and administrative guidelines are followed.
 2. Applications for tenure/promotion/contract renewal will be evaluated according to established Community College criteria for tenure/promotion/contract renewal. These criteria are listed in the guidelines provided by the Chancellor's Office.
 3. Upon the receipt of the dossier by the convener of the DPC, the convener will coordinate

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the review of the applicant's tenure/promotion/contract renewal dossier by all DPC members and arrange the meeting of the committee.

4. After discussing the applicant's strengths and weaknesses, the DPC will decide whether to make a recommendation on the tenure/promotion/contract renewal application or to list strengths and weaknesses without a recommendation.
 - a. If the majority of the DPC decides to make a recommendation, the Committee must then vote whether to recommend for or against tenure/promotion/contract renewal. If the decision is unanimous, the convener prepares the report of the applicant's strengths and weaknesses and the recommendation of the Committee.
 - b. If the majority of the DPC decides not to make a recommendation, the convener prepares a report of the applicant's strengths and weaknesses.
 - c. If the decision is not unanimous, minority concerns may be included in the one Committee report; a majority is interpreted as having the most votes--for or against the application.
5. Any final voting in tenure, promotion, and contract renewal applications will be by secret ballot and counted by the designated convener of the DPC. A quorum of 100% of the DPC must be met before voting can occur. The DC may grant exceptions to this. No abstention votes are allowed.
6. All deliberations of the DPC will be confidential and will not be discussed with non- DPC members. There should be no attempts made to contact the applicant to inform him/her of the DPC's assessment or recommendation. If the DPC finds that it is necessary to review additional materials that were not contained in the original application submittal, requests for such additional material will be made through the Chancellor's Office. If highly technical materials are submitted by the candidate (such as a publication or written in a language other than English), the DPC may seek direct evaluation assistance from an outside expert. Such contacts should also be cleared through the Chancellor's Office.
7. Upon completion of the review of the tenure/promotion/contract renewal application, the DPC convener will record the assessment on the appropriate pages of the tenure/promotion/contract renewal application and return the dossier, with DPC report, to the Chancellor's office or finalize and submit the DPC report/recommendation online.

Procedures for the Election of the Humanities Department Chair

Purpose: The purpose of these procedures is to provide the basic guidelines and procedures governing the election of the Department Chair for the Humanities Department at Hawai'i Community College. In accordance with the 2021-2025 Agreement between the University of Hawai'i Professional Assembly (UHPA) and the Board of Regents (BOR) of the University of Hawai'i, Article XXIII, Appointment, Duties, and Compensation for Academic Chairs section C, "Faculty Members in the various Departments, Divisions, or Programs shall meet to consider the recommendation of a bargaining unit member to serve as Chair."

Effective Date: These procedures become effective January 19, 2024.

Guidelines:

- A. On the development of and amendments made to these procedures:
 1. These procedures and any subsequent changes must be approved by a majority vote of all full-time faculty members in the department.

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2. The procedures may be amended at any time during the year, provided that the faculty have been informed of the proposed changes and have been given the opportunity to vote on the proposed changes.

B. On selection of a member to serve as Department Chair:

1. Only faculty members tenured at rank 3 or higher shall be eligible to serve as the Department Chair (2021-25 Agreement, Article XXIII)
2. The terms of office shall be for two or three years.
3. The Humanities faculty members will elect the Chair during the Fall semester previous to the academic year of service. The newly elected Department Chair will select either a two or three year term.
4. If the Department Chair is unable to perform his or her duties, a consenting and eligible department member will assume the position until the DC returns. Full time faculty in the department will elect the temporary Chair.

C. On the Election Process:

1. Faculty members will nominate candidates for Division Chair by writing or emailing their names on a slip of paper and submitting that slip of paper to the Secretary of the Division.
2. Upon receipt of the names of nominees, the Secretary shall place the names of the nominees on a ballot and designate at least five working days for voting.
3. All full-time faculty are eligible to vote.
4. The election will be by secret ballot. The ballot will ask for each department faculty member to vote for one candidate.
5. The Secretary will forward the ballot results to the Humanities department. The nominee who received the majority of the votes shall be the candidate recommended to the Chancellor as Department Chair.
6. In the event if the Chancellor doesn't approve the recommended candidate, the department will restart the election process.

These procedures have been reviewed by all the Humanities Department faculty members:
Please Print and sign your names below:

E. Kalani Flores

E. Kalani Flores
Signature


2/4/2022
Date

Samuel Giordanengo

Samuel Giordanengo
Signature

2/4/2022
Date

Meidor Hu

 2/04/2022
Signature Date

Pele Kaio

Pele Kaio 02/04/2022
Signature Date

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	Signature	Date
Ku'ulei Kanahele	<u></u>	<u>2/4/2022</u>
	Signature	Date
Ākeamakamae Kiyuna	<u><i>Ākeamakamae Kiyuna</i></u>	<u>02/04/2022</u>
	Signature	Date
Ka'ea Yuki Lyons	<u><i>Ka'ea Lyons</i></u>	<u>Date 12.2.21</u>
	Signature	Date
No'el Tagab-Cruz	<u><i>No'el K. Tagab-Cruz</i></u>	<u>12/3/2021</u>
	Signature	Date
Tangaro Taupouri	<u><i>Taupōuri Tangarō</i></u>	<u>09/04/21</u>
	Signature	Date
<u><i>Carrie B. Mospens</i></u>	<u>10/17/2023</u>	
Dean of Liberal Arts and Sciences	Date	






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Final Audit Report

2024-01-25

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