

MEMORANDUM

DATE: April 1, 2022

TO: James D. Kardash
Associate Executive Director, UHPA

Rachel Solemsaas
Chancellor, Hawai'i Community College


FROM: Toni Cravens Howell
Math and Natural Science co-Chair

Michelle Phillips
Math and Natural Science co-Chair

RE: Math and Natural Sciences Department Personnel Committee and
Department Chair Procedures and Guidelines

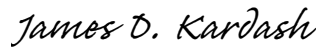
Below are the revised Department Personnel Committee (DPC) and Department Chair (DC) Guidelines and Procedures for the Math and Natural Science (MNS) Department for Hawai'i Community College.

The MNS Department revised the DPC and DC Guidelines and Procedures and the revisions were approved by majority vote. Please review and approve the following guidelines, to become effective on August 1, 2022.



**Rachel Solemsaas, Chancellor
Hawai'i Community College**

Date Apr 1, 2022



**James D. Kardash
UHPA**

Date Apr 1, 2022

Campus: Hawai'i Community College

Department: Math and Natural Sciences

Department Personnel Committee Guidelines and Procedures

Purpose: The purpose of these procedures is to provide the basic guidelines and procedures governing tenure, promotion and contract renewal for faculty within the Math and Natural Science Department at Hawaii Community College.

Effective Date: These procedures become effective August 01, 2022.

Guidelines:

- A. On the development of and amendments made to these procedures:
 - a. These procedures and any subsequent changes must be approved by a majority vote of all faculty members in the department, including those on approved leave.
 - b. The procedures may be amended at any time during the year, provided that a majority of the faculty 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 Math and Natural Sciences Department Personnel Committee:
 - a. The Department Personnel Committee (DPC) will be comprised of a minimum of three tenured faculty members and one alternate from within the Math and Natural Science Department.
 - i. The alternate will serve on the committee when a regular member is unable to do so or when the workload is too heavy for the three regular DPC members.
 - ii. If no alternate is available, then an alternative member from outside the department will be appointed by the Vice Chancellor for Academic Affairs (VCAA).
 - b. All eligible Math and Natural Science Department faculty members shall be placed on the list as candidates for election to the DPC.
 - i. A tenured faculty member is not eligible if he/she: 1) is completing Math and Natural Sciences DPC service for the current or coming academic year, or 2) is serving as a department.
 - ii. When there are insufficient eligible faculty members within the department to serve, eligible tenured faculty members from other divisions will be solicited by the VCAA.
 - iii. Eligible faculty members from other departments/divisions will be placed on a list of candidates for election to the DPC.
 - iv. All tenured department faculty members not serving on the DPC are eligible to serve on other DPCs. Service on another DPC is not mandatory and is at the discretion of the individual faculty member.

- v. If a DPC member is also an applicant for promotion, the Department Chair (DC) will ask the alternate elected by the department to substitute for the regular DPC member during the applicant's review process.
 - vi. DPC members will serve a two (2) year term. If needed, DPC members can serve an additional year. No member may serve on the DPC for more than three (3) consecutive years.
 - vii. The alternate member will serve a one (1) year term. An alternate member is eligible for regular DPC service if he/she has not been called upon to serve during the year.
- C. On selection of members for the Department Personnel Committee:
- a. The election will be conducted via anonymous electronic voting with the following stipulations:
 - i. The DC will "own" the survey.
 - ii. Electronic voting will be set up to use secure electronic access and authentication.
 - iii. Electronic voting must allow only one electronic submission (vote) per voter for each election. A non-vote will be considered an abstention.
 - iv. The electronic ballot will ask for each department faculty member to vote for three DPC members and one alternate.
 - b. The Math and Natural Sciences Department faculty members will elect DPC members during the spring semester previous to the academic year of service on the DPC.
 - c. The three members with the majority vote will become the DPC members. In case of a tie, the DC will ask for candidates to voluntarily choose their terms of service.
- D. On selection of a Chair of the DPC:
- a. The chairperson of the DPC will be a member of the MNS department and will serve as the chair for a one (1) year term.
 - b. The DPC will nominate and elect the chairperson by secret ballot.
- E. On Tenure, Promotion, and Contract Renewal reviews:
- a. The chair of the DPC will be responsible for coordinating the review meetings of the Committee, preparing the final DPC report, recording the assessment on the appropriate pages of the tenure/promotion/contract renewal application, and ensuring that the contractual and administrative guidelines are followed.
 - b. In the case of tenure/contract renewal, all DPC members who are of rank equal to or higher than the applicant can vote on applications for tenure/contract renewal.
 - c. In the case of promotion, only DPC Members of equal or higher rank to which the applicant has applied can vote on applications for promotion. When there are insufficient eligible faculty members within the department to serve, eligible tenured faculty members from other divisions will be solicited via the Vice Chancellor for Academic Affairs.
 - d. Review of applications for tenure/promotion/contract renewal will be governed by the relevant provisions in the current bargaining contract between the University

of Hawaii (UH) and the University of Hawaii Professional Assembly (UHPA), by the UH Community Colleges (UHCC) Tenure and Promotion Guidelines and by the UHCC Administrative Guidelines governing DPCs.

- e. 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.
- f. If the majority of the DPC decides to make a recommendation, the Committee must then vote in accordance with the UHPA BOR contract stipulations whether to recommend for or against tenure/promotion/contract renewal.
- g. If the decision is unanimous, the chair prepares the report of the applicants strengths and weaknesses and the recommendation of the Committee.
- h. If the decision is not unanimous, the report shall reflect the committee's decision with the inclusion of minority concerns/comments.
- i. If the majority of the DPC decides not to make a recommendation, the convener prepares a report of the applicant's strengths and weaknesses. Minority concerns/comments may be reflected in the report.
- j. Any final voting in tenure, promotion, and contract renewal applications will be by secret ballot and counted by the chair of the DPC.
- k. 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.
- l. All deliberations of the DPC will be confidential and will not be discussed with non-DPC members.
 - i. There should be no attempts made to contact the applicant to inform them of the DPCs assessment or recommendation.

These procedures have been reviewed by Math and Natural Sciences Department faculty members.

Procedures for the Election of the Department Chair(s)

Purpose: The purpose of these procedures is to provide the basic guidelines and procedures for governing the election of the Department Chair(s) for the Math and Natural Sciences Department at Hawai'i Community College. They were drafted in accordance with the 2021-2023 Ratified Agreement between the University of Hawai'i Professional Assembly (UHPA) and the Board of Regents (BOR) of the University of Hawai'i, Article XXIII, Section C, which requires that: "Faculty Members in 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 August 01, 2022.

Guidelines:

- A. On the development of and amendments made to these procedures:
 - a. These procedures and any subsequent changes must be approved by a majority vote of all faculty members in the department, including those on approved leave.
 - b. 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 discuss and vote on the proposed changes.
- B. On the selection of a member(s) to serve as Department Chair or members to serve as Department co-Chairs:
 - a. Department or Division Chairs shall be tenured at Rank 3 or higher for the Community Colleges. (*Article XXIII, Section A, UHPA 2021-2023 Ratified Agreement*)
 - b. The Chancellor of a Community College, the Chancellor of UH-West O'ahu, and the Dean/Director at UH-Hilo and UH-Mānoa shall appoint Department, Division, or Program Chairs for periods up to three (3) years. The appointments are renewed annually. (*Article XXIII, Section B, UHPA 2021-2023 Ratified Agreement*)
 - c. The Math and Natural Science faculty members will elect the Department Chair or co-Chair(s) during the semester prior to the academic year of service.
 - i. Nominees will be solicited at the November Department Meeting.
 - ii. The ballot for Department Chair or co-Chairs will be distributed at the December Department Meeting.
 - d. The Department Chair or co-Chairs will begin the process by verbally requesting the names of interested faculty members at the November Department meeting, either as a single nominee for Chair or together as two nominees for co-Chairs. If co-Chairs, both nominees must agree to the nomination, division of duties, and division of release time. The nomination process will be open for nominees for at least two weeks.
 - i. Co-Chairs must represent both the disciplines
 - ii. As a best practice, co-Chairs should represent both campuses

- e. The Department Chair or co-Chairs will confirm the candidates' willingness to serve, prepare an electronic ballot with all confirmed nominees, and designate at least five working days for voting.
- f. The election will be conducted via anonymous electronic voting with the following stipulations:
 - i. A non-department member (e.g. the Liberal Arts and Public Services Secretaries) will "own" the survey to prevent the Department Chair or co-Chairs from seeing voting in action.
 - ii. Electronic voting will be set up to use secure electronic access and authentication.
 - iii. Electronic voting must allow only one electronic submission (vote) per voter for each election. A non-vote will be considered an abstention.
 - iv. Department co-Chair nominees will be listed together on the ballot.
 - v. The ballot will ask for each Department faculty member to vote for one candidate as Chair or two candidates together as co-Chairs.
 - vi. The non-department member that "owns" the survey will review the ballots and report the results to the Department Chair or co-Chairs.
 - vii. The Department Chair or co-Chairs will relay the information to the Department as soon as the results have been tallied.
- g. The nominee(s) that receives the majority of the votes shall be the candidate(s) recommended to the Chancellor as Department Chair or Department co-Chairs.
 - i. If the recommendation is for co-Chairs - the agreed upon division of duties and release time will be submitted with the recommendation.
- h. The Department Chair or co-Chairs shall serve a term of two years. The incumbent Department Chair or co-Chairs(s) may be elected for a second consecutive term by following the procedures outlined above. The Chair or co-Chairs will serve no more than two (2) full consecutive terms. If no willing candidates can be identified and the incumbent Department Chair or co-Chairs(s) have already served the maximum of two consecutive two-year terms, the incumbent(s) may serve additional terms upon a majority vote by the Department.
- i. If a Department Chair or co-Chair is unable to perform their duties:
 - i. If there is a single Department Chair, a consenting and eligible department member will assume the position until the Department Chair returns or the end of that academic year.
 - ii. If there are Department co-Chairs, the co-Chair who is still able to perform their duties will assume the duties of the other co-Chair until that co-Chair returns or the end of that academic year.
 - iii. If the Department Chair or co-Chair is unable to return, an election should be held within that academic year, as outlined above.

These procedures have been reviewed by all Math and Natural Sciences Department faculty members.









MNS DPC_DC Guidelines and Procedures Memo-2

Final Audit Report

2022-04-02

Created:	2022-04-02
By:	Callie Villanueva (calliev@hawaii.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAI9BF0pNf0FRKI1Oc1EZEKvrgR7P8o4bl

"MNS DPC_DC Guidelines and Procedures Memo-2" History

-  Document created by Callie Villanueva (calliev@hawaii.edu)
2022-04-02 - 0:03:54 AM GMT- IP address: 132.160.20.146
-  Document emailed to Rachel Solemsaas (rsolems@hawaii.edu) for signature
2022-04-02 - 0:04:34 AM GMT
-  Document emailed to James D. Kardash (kardash@uhpa.org) for signature
2022-04-02 - 0:04:34 AM GMT
-  Email viewed by James D. Kardash (kardash@uhpa.org)
2022-04-02 - 0:15:02 AM GMT- IP address: 98.151.43.93
-  Document e-signed by James D. Kardash (kardash@uhpa.org)
Signature Date: 2022-04-02 - 0:16:11 AM GMT - Time Source: server- IP address: 98.151.43.93
-  Email viewed by Rachel Solemsaas (rsolems@hawaii.edu)
2022-04-02 - 0:28:10 AM GMT- IP address: 66.249.84.222
-  Document e-signed by Rachel Solemsaas (rsolems@hawaii.edu)
Signature Date: 2022-04-02 - 0:28:23 AM GMT - Time Source: server- IP address: 72.234.110.184
-  Agreement completed.
2022-04-02 - 0:28:23 AM GMT