



August 23, 2016

MEMORANDUM

TO: Marilyn Bader
Liberal Arts and Public Services Office
Hawaii Community College

FROM: James D. Kardash
Associate Executive Director

RE: Department Personnel Committee Procedures

Transmitted is the approved Department Personnel Committee Procedures for Math and Natural Sciences.

Enclosure

UNIVERSITY OF HAWAII
PROFESSIONAL ASSEMBLY

**HAWAII COMMUNITY COLLEGE
MATH and NATURAL SCIENCES
DEPARTMENT PERSONNEL COMMITTEE (DPC) PROCEDURES
for
PROMOTION, TENURE and CONTRACT RENEWAL**

A. MEMBERSHIP

1. Only tenured members of Bargaining Unit (BU) 07 may be included on the DPC.
2. The DPC will be comprised of no fewer than three (3) voting members.
A voting member of the DPC must be at or higher than the rank to which the applicant is applying. If there is an insufficient number of tenured faculty from within the Math and Natural Sciences Dept., then the DPC may utilize tenured faculty from other departments or divisions of the college.
3. Faculty members who are themselves applicants for promotion will not be eligible to serve on the DPC.
4. The Department Chair (DC) will not be eligible to serve on the DPC.
5. Faculty members will serve staggered two-year terms. Alternates will be elected for a term of one year. A faculty member may not serve on a DPC for more than three (3) consecutive years. If fewer than five (5) members are serving on the DPC, the staggered term provision will still be maintained although the ratio, enumerated in section B.5 (see below), by which members are to be elected each year will change.

B. SELECTION of DPC MEMBERS

1. Election of DPC members will be by secret ballot.
2. All tenured members of the Department who are eligible to serve will be nominated for membership on the DPC.
3. Voting will be limited to tenured and tenure-track Department personnel who are Members of BU 07.
4. The DC will conduct the election for the DPC in the month of March. In the event of tie votes, a run-off election will be conducted amongst only the candidates who tied in the previous balloting.
5. Three (3) new members will be elected for two-year terms each year.
6. If additional members are needed, an election will be held to elect the additional members for one-year terms.
7. All nominated members not elected to serve on the DPC will be deemed members of an alternate pool. Alternates will be called to serve on the DPC on an as-needed basis, according to the number of votes they received in the election.
8. If a DPC member cannot fulfill his/her term because of illness, approved leave of

absences, etc., or if he/she is recused from deliberations by the DC, then he/she will be replaced by an alternate.

C. SELECTION of a CHAIRPERSON of the DPC

1. The chairperson of the DPC will be a member of the Math and Natural Sciences Department and will serve as the chair for a one-year term.
2. The DPC will nominate and elect its chairperson from among its membership by secret ballot.

D. TENURE and PROMOTION DELIBERATIONS

1. Tenure and promotion deliberations will be governed by the relevant provisions in the current bargaining contract between the University of Hawai'i (UH) and the University of Hawai'i Professional Assembly (UHPA), by the UH Community Colleges (UHCC) Tenure and Promotion Guidelines, and by the UHCC Administrative Guidelines governing DPCs.
2. A quorum for DPC action will be equal to the number of members actively serving on the DPC. Exceptions to this requirement may be granted by the Chancellor at the request of the DPC chairperson directed through the DC.
3. Voting in tenure and promotion deliberations will be conducted by secret ballot.
4. The chairperson of the DPC will ensure that the consensus opinions of the DPC membership is submitted in a written assessment report. The chairperson will notify the DC of the completion of the DPC's review. The assessment of the DC is separate from the DPC's assessment.
5. On applications for promotion, only members of the DPC of equal or higher rank to which the applicant has applied are permitted to vote.

E. CONTRACT RENEWAL PROCEDURES

1. Contract renewal deliberations will be governed by the relevant provisions of the current bargaining contract between the University of Hawai'i (UH) and the University of Hawai'i Professional Assembly (UHPA), by the UH Community Colleges (UHCC) Tenure and Promotion Guidelines, and by the UHCC Administrative Guidelines governing DPCs.
2. A quorum for DPC action will be equal to the number of members actively serving on the DPC. Exceptions to this requirement may be granted by the Chancellor at the request of the DPC chairperson directed through the DC.
3. Voting in contract renewal deliberations will be conducted by secret ballot.

4. The chairperson of the DPC will ensure that the consensus opinions of the DPC membership are submitted in a written assessment report. The chairperson will notify the DC of the completion of the DPC's review. The assessment of the DC is separate from the DPC's assessment.
5. On applications for contract renewal, only members of the DPC that are tenured are permitted to vote.

F. REVIEW and UPDATE of DPC PROCEDURES

1. All BU 07 members of the Math and Natural Sciences Department shall be provided with the opportunity to participate in the formal deliberations regarding possible changes to the DPC procedures.
2. The DPC procedures and any subsequent changes to them will be approved by a majority of all tenured and tenure-track BU 07 faculty in the department, including those on approved leaves of absence.
3. The DPC procedures may be amended at any time, provided that (1) all BU 07 members of the Math and Natural Sciences Department have been informed of the proposed changes, and (2) all of its tenured and tenure-track personnel have been given the opportunity to vote on the proposed changes.
4. Any proposed changes to the DPC procedures will be voted on by secret ballot.
5. Proposed changes to the DPC procedures will specify an effective date of implementation and how transitional issues are to be handled.
6. The DC will be responsible for the transmittal of the revised DPC procedures to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs will review and transmit these same procedures to the Chancellor's Office in a timely fashion.

Revised: March 2016

Approved by:

1. Marilyn Badu Math and Natural Sciences Department 3/22/16
2. Jane Harris Vice Chancellor for Academic Affairs 6/30/16
3. Joni Y. Oishi Chancellor
4. James D. Kardash University of Hawai'i Professional Assembly 8/23/2016