

James D. Kardash 3/22/2017  
UHPA Date

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Chancellor's Office Date

HAWAII COMMUNITY COLLEGE  
NURSING and ALLIED HEALTH  
DIVISION PERSONNEL COMMITTEE 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 Division of Nursing and Allied Health at Hawaii Community College.

**EFFECTIVE DATE:** October 6, 2016

**PROCEDURES:**

**I. MEMBERSHIP**

- A. Only tenured members of Bargaining Unit 07 (BU07) are eligible for membership on the Nursing and Allied Health Division Personnel Committee (DPC).
- B. The DPC will be composed of a minimum of three (3) members and a maximum of five (5) members.

**II. SELECTION OF DPC MEMBERS**

- A. Selection of the members of the DPC must be by secret ballot.
- B. All tenured nursing faculty who are not applying for promotion will be eligible to serve on the DPC.
- C. All nursing faculty eligible to serve will be nominated.
- D. All nursing faculty who are members of BU07 will vote on the membership of the DPC.
- E. Ballots will be prepared by the Nursing and Allied Health Division secretary and will include names of all eligible faculty. The secretary will distribute ballots and voting will take place at the first faculty meeting of each academic year.
- F. The Division Chairperson (DC) and the Division secretary will collect and count the ballots.
- G. In the event of a tie vote for any member, there will be a runoff secret ballot election. This election will be conducted in the same manner as the first and a vote will be taken at the same meeting.
- H. In the event that there are an insufficient number of eligible faculty members within the Nursing and Allied Health Division, the DC will obtain a list of tenured faculty from other divisions who are not currently serving on any other division's DPC. The Nursing DPC members will vote for the eligible faculty and the candidate(s) with the most votes will serve on the committee. DPC members from other divisions will serve a one-year

term and no more than two consecutive years. A non-nursing faculty member may serve on the DPC only if there is not a sufficient number of eligible nursing faculty within the Nursing and Allied Health Division.

- I. If a DPC member is unable to fulfill their term, an election for the DPC will take place to fill the vacancy. This election will be conducted in the same manner as that stated above.
- J. An individual candidate can exclude participation by other division & or 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.
- K. A DPC member will serve a one year term with elections taking place each year.

### **III. SELECTION OF CHAIRPERSON OF THE DPC**

- A. The DPC Chairperson will be a member of the Nursing and Allied Health Division DPC and will be elected via secret ballot by the DPC members at their first meeting.
- B. The DPC Chairperson will serve a one (1) year term.
- C. Should the elected Chairperson not be able to fulfill his/her term, the DPC shall select a replacement by secret ballot among the members.

### **IV. TENURE, PROMOTION, AND CONTRACT RENEWAL DELIBERATIONS**

- A. Contract renewal deliberations will be governed by the relevant provisions of the current bargaining contract between the University and UHPA, The University of Hawaii Community Colleges (UHCC) Tenure and Promotion Guidelines, and the UHCC Administrative Guidelines governing DPC's.
- B. A quorum for action by the SPC requires presence of 100% of the membership.
- C. The DPC committee will complete an orderly review of dossiers at the Division level.
- D. Only Faculty Members of equal or higher rank to which the applicant has applied can vote on applications for promotions.
- E. Voting on tenure, promotion, and contract renewal application will be by secret ballot and counted by the DPC Chairperson in the presence of all members.
- F. All deliberations of the DPC will be confidential and will not be discussed with non-DPC members and the applicant. If the DPC finds it necessary to review additional materials that were not included in the original document, requests for such additional material will be made through the Chancellor.
- G. Department or Division 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.
- H. When evaluating Tenure Applications, the DPC will consider the evidence, make one (1) written assessment of the strengths and weaknesses of each applicant, append a

recommendation if they so desire, and transmit the dossier to the next higher level of review (2015-16 Contract XII, G. 2.b.)

- I. Upon completion of the review process, the DPC Chairperson will record the assessment on the appropriate pages of the applicant's document and return the dossier to the DC with the DPC's report.

**V. REVIEW AND UPDATE OF DPC PROCEDURES**

- A. Only nursing faculty who are members of bargaining unit 07 (BU07) will vote on any changes to the DPC procedures. Voting will be by secret ballot.
- B. These procedures and any subsequent changes to these procedures must be approved by a majority of all BU07 nursing faculty in the division.
- C. Amendments to the procedures may occur only during the Spring semester in the month of April. Any BU07 nursing faculty may submit suggested changes to the procedures, in writing, to the DPC by April 1 of each academic year. The DPC chairperson will call a special meeting of all BU07 nursing faculty to discuss the proposed changes. Revision must be made by April 30. Revisions may also occur as mandated in the bargaining Agreement between UHPA and the University of Hawaii.
- D. A copy of revised guidelines will be given to each nursing faculty member by the end of the Spring semester.
- E. The DC will be responsible for the transmittal of the revised procedures to the Chancellor and UHPA.

Approved 6-16-97

Revised 11-3-97

Revised 12-11-97

Revision 3-12-98

Approved last revision 3-10-98

Revised 8-30-05

Revised 11-23-16