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08/14/2025

Chancellor's Signature

Date

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08/14/2025

UHPA Signature

Date

HAWAI'I COMMUNITY COLLEGE SOCIAL SCIENCE & PUBLIC SERVICES DEPARTMENT PERSONNEL PROCEDURES FOR TENURE & PROMOTION & CONTRACT RENEWAL

PURPOSE:

The purpose of this Department Personnel Committee (DPC) document is to provide the guidelines and procedures governing tenure, promotion, contract renewal, for faculty within the Social Science and Public Services (SSCI & PS) Department at Hawai'i Community College.

EFFECTIVE DATE:

These guidelines and procedures become effective September 2024.

A. MEMBERSHIP

1. Only tenured members of BU 07 may be included on the DPC. Non-tenure BU 07 faculty members may participate in the establishment of DPC policies and procedures for the department.
2. The DPC will have a minimum of three and a maximum of five members for any individual personnel evaluation. Before each DPC election, the SSCI & PS Department will decide how many members will be elected for the upcoming academic year.
3. The majority of the members of the DPC will be from the SSCI & PS Department, when possible.
4. If there is an insufficient number of tenured faculty from within the Department, the Department Chair will obtain a list solicited from the Vice Chancellor of Academic Affairs of available tenured faculty member(s) from outside the department. The Department Chair will provide the list to the DPC. DPC will select new members from the eligible list and inform the Department Chair accordingly. The term for this additional member will be for one semester or one academic year, depending on what is needed.
5. Faculty members who are applicants for promotion can be eligible to serve on the DPC, but cannot participate in their own document deliberations.
6. The members will serve staggered two academic year terms. Staggered two-year terms ensure a degree of continuity. The department shall elect as needed new members every year in order to fill term expirations.
7. Those eligible but not elected to serve on DPC shall be designated as alternates in the order of the highest of votes being equated as being the first alternate and so forth. If a vacancy occurs after the DPC

election, an alternate or alternates will serve for a term of one year or any portion of an academic year which is left vacant by a DPC member.

8. Tenured individuals not elected to serve on the SSCI & PS DPC are eligible to serve on a DPC of another department. The VCAA will obtain permission from eligible tenured faculty members before their names are placed on the availability list for another division's DPC. However, no one shall serve on more than one DPC in the same semester or year.

B. ELECTION OF DPC MEMBERS

1. Election of the DPC members must be by secret ballot. Ballots will be counted by the Department Chair and a Division secretary.
2. The election will be conducted via electronic voting with the following stipulations:
 - electronic voting will be done through Google Forms and/or UH file drop.
 - a non-department member will "own" the survey to prevent DPC members from viewing the voting in action.
 - the security of electronic balloting must be consistent and offer the equivalent degree of anonymity and accountability as a traditional mail balloting.
 - electronic voting will be set up to use secure electronic access and authentication.
 - electronic voting must allow only one electronic submission (vote) per voter for each election.
 - confidentiality of all votes must be ensured at all times.
3. All tenured members of the SSCI & PS Department will be nominated for DPC membership. The individual(s) with the greatest amount of votes will serve. See A.2 for membership numbers.
4. Voting will be limited to tenured Division members of BU 07.
5. Elections for the DPC shall be conducted by the Department Chair between April 15 and September 15. In the event of tie votes, a second balloting will be conducted amongst the tied candidates.
6. Members will be elected for two-year terms. See A.2 for membership terms.
7. If a DPC member cannot fulfill his or her term because of illness, approved leaves of absence, etc., then he/she will be replaced by an

alternate as defined in section A.7. of this document.

C. ELECTION OF A CHAIRPERSON OF THE DPC

1. The chairperson of the DPC shall be a tenured member of the SSCI & PS Department and will serve for one academic year.
2. The DPC will nominate and elect its chairperson from among its membership by secret ballot at the first meeting of the DPC in the beginning of the academic year.
3. Should the selected chair not be able 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. GENERAL DPC OPERATING GUIDELINES

1. The DPC Chair shall be responsible for coordinating the review of the tenure, promotion, and/or contract renewal application by all DPC members; arranging and conducting the meetings of the DPC; ensuring all collective bargaining agreement and administrative guidelines are followed; preparing the final DPC report for each applicant; and forwarding all applications to the Department Chair upon completion of the DPC review.
2. Applications for tenure, promotion and contract renewal shall be evaluated against established Community Colleges, campus, and collective bargaining agreement criteria. The Community Colleges and campus criteria are contained in guidelines provided by the Vice President of CC's and the Chancellor's Offices each year and collective bargaining agreement guidelines are contained in the printed agreement between the State of Hawai'i/UH Board of Regents and the University of Hawai'i Professional Assembly in force at the time of evaluation.
3. All deliberations of the DPC shall be confidential and shall not be discussed with non-DPC members. There shall be no attempts made to contact the applicant to inform him/her of the DPC assessment or recommendation. If the DPC finds it necessary to request additional information or materials not contained in the original application, the request shall be made through the Chancellor for tenure and promotion applications and the Department Chair for contract renewal applications.
4. Once elected to the DPC, a member may not assist in the preparation of an applicant's tenure, promotion or contract renewal document.

E. TENURE AND PROMOTION DELIBERATION GUIDELINES

1. Tenure and promotion deliberations will be governed by the relevant provisions of the current bargaining contract (between the University and UHPA), the UHCC Tenure and Promotion Guidelines, and the UHCC Administrative Guidelines governing DPC's.
2. Relevant sections and provisions of the Community College's and campus' administrative guidelines governing the DPC and deliberations pertaining to tenure and promotion applications must be followed.
3. The presence of the three members is required for action by the DPC.
4. Only faculty members of equal or higher rank to which the applicant has applied for promotion can vote on applications for promotions. If there are not at least 2 eligible voting members from the Department, the Department Chair will provide the list to the DPC of eligible member(s) of appropriate rank outside the department as described in the membership section.
5. All votes taken in tenure and promotion deliberations will be by secret ballot.
6. The Chairperson of the DPC will ensure that the consensus opinion of the committee is written. The report shall include the applicant's strengths and weaknesses and the recommendation of the DPC. The Chairperson will notify the Department Chair of the completion of the DPC review.
7. If the vote to recommend for or against tenure and/or promotion is not unanimous, the minority members of the DPC may prepare and submit a minority report that will be appended as a part of the DPC final report.

F. CONTRACT RENEWAL DELIBERATION GUIDELINES

1. Contract renewal deliberations will be governed by the relevant provisions of the current bargaining contract (between the University and UHPA), and the UHCC Administrative Guidelines governing DPC's.
2. Relevant sections and provisions of the Community College's and campus' administrative guidelines governing the DPC and deliberations pertaining to tenure and promotion applications must be followed.
3. The presence of three members is required for action by the DPC.
4. All votes taken in contract renewal deliberations will be by secret ballot.
5. The Chairperson of the DPC will ensure that the consensus of the committee is written. The report shall include the applicant's strengths and weaknesses and the recommendation of the DPC. The Chairperson will notify the DC of the completion of the

DPC review.

6. If the vote to recommend for or against contract renewal is not unanimous, the minority members of the DPC may prepare and submit a minority report that will be appended as a part of the DPC final report.

G. DEVELOPMENT AND AMENDMENTS TO GUIDELINES AND PROCEDURES

1. Tenured, tenure-track and non-tenure track Bargaining Unit 07 members in the SSCI/PS Department may be involved in the formal deliberations regarding the establishment of these guidelines and procedures; the review of these guidelines and procedures; and any possible amendments to these guidelines and procedures.

2. All Bargaining Unit 07 members in the SSCI & PS Department are eligible to vote for the acceptance or rejection of these initial guidelines and procedures and for any subsequent amendments that are proposed.

3. These guidelines and procedures may be amended at any time during the year subject to the approval by a simple majority of all tenured Bargaining Unit 07 members in the department.

4. Initial approval of and subsequent proposals to amend these guidelines and procedures must be voted on by secret ballot.

5. Any tenured, tenure-track, and non-tenure track Bargaining Unit 07 member in the SSCI & PS Department may recommend changes or request proposed amendments to be formally discussed; however, it shall be the responsibility of the DPC to review these guidelines and procedures annually to ensure conformance with the terms of the collective bargaining agreement, U.H. Board of Regents policies, and administrative guidelines and procedures.

1. Recommendation for changes shall be forwarded to the Department Chair who will inform all tenured, tenure track, and non-tenure track Bargaining Unit 07 members in the SSCI & PS Department, and convene a meeting to discuss the recommendation(s) as may be determined necessary, and to conduct the election required to approve any changes to these guidelines and procedures.
2. This and any subsequently approved amendments shall be compiled and submitted for review and approval through the appropriate channel by the Department Chair.

Amended:

Jan.2002

Revised:

April 2002

Amended:

Aug. 2002

Amended and UHPA Approved:

Sept. 2015