

**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 (SS) Department at Hawai'i Community College.

**EFFECTIVE DATE:**

These guidelines and procedures become effective Sept. 1, 2002.

**A. MEMBERSHIP**

1. Only tenured members of BU 07 may be included on the DPC.
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 DC will obtain a list of tenured faculty who are not currently serving on any other unit's DPC.
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-year terms. If a vacancy occurs after the DPC election, an alternate or alternates will be elected for a term of one year or any portion of an academic year which is left vacant by a DPC member.
7. Tenured individuals not elected to serve on the SSCI. & PS DPC are eligible to serve on a DPC of another department. Permission will be sought from eligible faculty members before their names are placed on the ballot of another division. However, no one shall serve on more than one DPC in the same semester or year.

**B. SELECTION OF DPC MEMBERS**

1. Election of the DPC members must be by secret ballot. Ballots will be counted by the DC and a Division secretary.

2. All tenured members of the SSCI. & PS Department will be nominated for DPC membership. The highest vote getters will serve. The size of the DPC will be designated before each election.
3. Voting will be limited to tenured Division members of BU 07.
4. The DPC will conduct elections between April 15 and Sept. 15 between academic years. In the event of tie votes, a second balloting will be conducted amongst the tied candidates.
5. Members will be elected for two-year terms.
6. 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.6. of this document.

#### **C. SELECTION OF A CHAIRPERSON OF THE DPC**

1. The chairperson of the DPC shall be a 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/U.H. Board of Regents and the University of Hawai'i Profes-

sional 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. The presence of the three members is required for action by the DPC.
3. All votes taken in tenure and promotion deliberations will be by secret ballot.
4. The Chairperson of the DPC will ensure that the consensus opinion of the committee is written. The Chairperson will notify the DC of the completion of the DPC review.
5. 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.
6. Only faculty members of equal or higher rank to which the applicant has applied for promotion can vote on applications for promotions.

#### **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. The presence of three members *is* required for action by the DPC.

3. All votes taken in contract renewal deliberations will be by secret ballot.
4. The Chairperson of the DPC will ensure that the consensus of the committee is written. The Chairperson will notify the DC of the completion of the DPC review.
5. 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 SS 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.

6. 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.
  
7. 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*





