

Approved/Disapproved

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**GUIDELINES FOR THE
DEPARTMENT PERSONNEL COMMITTEE PROCEDURES RELATING TO
TENURE, PROMOTION, AND CONTRACT RENEWAL**

**TRANSPORTATION AND APPLIED TECHNOLOGY DEPARTMENT
APPLIED TECHNICAL EDUCATION DIVISION**

Purpose: To provide the basic guidelines and procedures for the Department Personnel Committee (DPC). Also to provide the basic guidelines and procedures relating to tenure, promotion and contract renewal within the Transportation and Applied Technology Department at Hawai'i Community College. The DPC shall conform to the terms of the current Collective Bargaining Unit 07 Agreement, Board of Regents Policies and administrative guidelines. Tenured and non-tenured faculty can participate in establishing guidelines for the DPC Procedures.

A. Membership:

1. Only tenured members of Bargaining Unit 07 may serve on the DPC.
2. The DPC will consist of three (3) tenured faculty with one (1) tenured alternate. The alternate member will participate in all DPC matters but will only vote to fulfill the specified quorum requirements.
3. In the event the Department cannot fill the required number of DPC members, the Department Chair will obtain a list of eligible tenured faculty from other divisions/departments and create a slate of three to five (3-5) nominees for each vacancy. All full-time tenured and non-tenured faculty in the Transportation & Applied Technology Department will vote and the candidate(s) with the most votes will serve. The DPC member(s) from other divisions/departments will serve a one-year term and no more than two consecutive years. Non-department member(s) may serve on the DPC only if there is not a sufficient number of eligible faculty within the Department. Likewise, should other divisions/departments need help to fill their DPC positions, after the Department's DPC elections, all eligible faculty names from this Department will be sent for their selection process. If elected to another division/department DPC, this member will serve a one-year term.
4. All tenured faculty who are not applying for promotion will be eligible to serve on the DPC.
5. A DPC member will serve a one-year term with elections taking place each year. No faculty member shall serve for more than two (2) consecutive one-year (1) terms, but if there is an insufficient department faculty pool, DPC member may continue to serve until that number is reached.
6. No one shall serve on more than one DPC at the same time.

B. Selection of DPC Members:

1. All tenured faculty names will be placed on the eligible list as candidates for election on the Department's DPC.
2. All full-time faculty in the Department (tenured and non-tenured) are eligible to vote.
3. Ballots will be prepared by the Applied Technical Education (ATE) Division Secretary and will include all names of eligible faculty. The ATE Division Secretary will distribute ballots and secret ballot voting will take place in the ATE Division office prior to the first Department meeting of each academic year. The Department Chair and ATE Division Secretary will open and count the ballots on the Friday of that week or on the next working day.

In the event of a tie vote, there will be a runoff secret ballot election. This election will be conducted in the same manner as the first election and a vote will be taken during the following week. The Department Chair and ATE Division Secretary will open and count the ballots on Friday of that week, or on the next working day.

4. The Department Chair will be responsible for conducting the election of new and replacement members. The Department Chair will be responsible for the counting of ballots and transmitting the results to the Chancellor. The Department Chair cannot be a candidate for the Department DPC while in the position of Department Chair but can vote in the election process if he or she is a member of that Department.
5. The names of all tenured faculty not serving on the Department's DPC will be placed on the eligible list as nominees for election to serve on other division/departments' DPC. If elected to another division/department's DPC, this member will serve a one-year (1) term.
6. EEO/AA requirements will be followed in establishing the composition of the DPC whenever possible.

C. Selection of a Chair for the DPC:

1. A new DPC Chair will be nominated and elected by secret ballot at the first DPC meeting of the Fall semester. The facilitator of the election will be a member of the DPC appointed by the Department Chair. All members of the DPC shall vote.
2. The DPC Chair shall serve for one (1) academic year. After the DPC Chair completes a one-year (1) term, the Chair can be nominated and elected to serve another term. The DPC Chair shall not serve more than two (2) consecutive years as Chair, but if there is an insufficient department faculty pool, the DPC Chair may continue to serve until that number is reached.

D. Tenure and Promotion Procedures:

1. A quorum for action will be three (3) members. Exceptions to this may be granted by the Chancellor at the request of the DPC Chair through the Department Chair.
2. Faculty members of equal or higher rank to which the applicant has applied can vote on applications for promotion.

3. After individual review of the candidate's application by the DPC members, the DPC Chair will entertain open discussion from its members. At the option of the committee, voting by secret ballot (for or against) will be held after discussions. No abstention votes will be allowed. The DPC Chair will tally the ballots and announce the results to the members.
4. The DPC Chair will make a written assessment of the strengths and weaknesses of each applicant, append a recommendation if the committee so desires, and forward the dossier to the next higher level of review and notify the Chancellor's Office of the completion of the DPC review.

E. Contract Renewal Procedures:

1. A quorum for action will be three (3) members. Exceptions to this may be granted by the Chancellor at the request of the DPC Chair through the Department Chair.
2. After individual review of the candidate's application by the DPC members, the DPC Chair will entertain open discussion from its members. At the option of the committee, voting by secret ballot (for or against) will be held after discussions. No abstention votes will be allowed. The DPC Chair will tally the ballots and announce the results to the members.
3. The DPC Chair will make a written assessment of the strengths and weaknesses of each applicant, append a recommendation if the committee so desires, and forward the dossier to the next level of review and notify the Chancellor's Office of the completion of the DPC review.

F. Review and Update of Procedures:

1. Any faculty member (tenured and non-tenured) may request changes to the procedures by submitting their written concerns to the Department Chair for inclusion on the Department's meeting agenda in the Spring semester before the end of March. The Department will discuss and vote on these proposed changes in a Department meeting prior to the end of April. The Department Chair will forward the new guidelines to the Chancellor to forward for approval. All changes will take effect immediately after approval of changes unless it is in direct violation to the collective bargaining agreement, BOR policies, and administrative guidelines. Amendments to this document will be forwarded to the Administration and Union for review and approval.
2. Majority of the full-time faculty (tenured and non-tenured) votes cast will prevail.
3. All full-time faculty (tenured and non-tenured) will be eligible to vote for changes. Items of concern will be placed on the secret ballot and voted on by the members. The Department Chair and ATE Division Secretary shall announce the counting of the votes and the results in the presence of all interested Department members.
4. The Department Chair and the DPC Chair will work collaboratively and will be responsible for revision of procedures and assuring that the changes are submitted to the Chancellor's Office. The Department Chair and the DPC Chair will also review the procedures regularly for conformance with the terms of the collective bargaining agreement, BOR policies, and administrative guidelines.