

APPROVED:

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Date

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M. O. B...
Mānoa Chancellor's Office

7/5/17
Date

**ACADEMY FOR CREATIVE MEDIA
PROCEDURES GOVERNING TENURE, PROMOTION,
AND CONTRACT RENEWAL**

I. Functions of the Academy for Creative Media Departmental Personnel Committee (DPC)

A. Applicants for Tenure and/or Promotion

1. To review the applications of all ACM faculty who apply for promotion and/or tenure and assess in writing their strengths and weaknesses.
2. To make a recommendation, if they so desire, whether an applicant should be granted tenure and/or promotion for which s/he has applied.

B. Periodic contract renewal review of tenure-track (probationary) ACM faculty.

1. To review the application of each tenure-track (probationary) faculty member for evaluation as scheduled by the Mānoa Chancellor's Office and assess in writing its strengths and weaknesses.
2. To recommend in writing whether each tenure-track (probationary) faculty member should be renewed for an additional year of employment in her/his current position.

II. Composition of the DPC

- A. All DPC members, whether from within or outside ACM, must be tenured Bargaining Unit 07 members of the Mānoa campus. A DPC member who has applied for promotion in a specific academic year is not eligible to serve on the DPC when his/her application will be considered.
- B. The DPC shall consist of all tenured faculty on duty, not including the ACM chair. In the event that a total of at least five tenured ACM faculty members are not available to serve on the DPC, the Dean of the College of Arts and Humanities, in consultation with the department chair, shall appoint faculty members from other disciplines as appropriate to ensure that the DPC has at least five members.
- C. A candidate for tenure and/or promotion may exclude participation of a single DPC member where the candidate believes that a conflict exists that would prevent the DPC member's fair evaluation of a tenure or promotion application made by the candidate.
- D. Untenured, ACM faculty members and lecturers at 0.5 FTE and above may participate in the establishment and amendment of DPC policies and procedures. They may also participate in discussions of contract renewal, tenure and promotion applications, excluding their own. Such discussions shall be limited to a review of the strengths and weaknesses of such applications. Untenured faculty members may not participate in, or be present for, any deliberations and final voting on any tenure, promotion or contract renewal of another faculty member. The ACM Chair 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.

E. The DPC chair will be selected by DPC members through a secret ballot.

III. Submission of materials by applicants to the DPC

A. Applicants for promotion and/or tenure

1. An applicant for promotion and/or tenure must submit all documentation as required in the appropriate *University of Hawaii Criteria and Guidelines for Faculty Tenure/Promotion Application* and the *Academy for Creative Media Criteria for Promotion and Tenure* and other pertinent documents.
2. The original and all required copies of the dossier, and all supporting documentation should be submitted to the Chair of ACM, who will then review them for completeness and transmit the dossier and documentation to the DPC for review.
3. The deadline for submitting the dossier and supporting documentation by the applicant shall be as specified in the appropriate *University of Hawaii Criteria and Guidelines for Faculty Tenure/Promotion Application*.

B. Contract renewal of tenure-track (probationary) faculty members.

1. All documentation supporting the Contract renewal review should be submitted to the Chair of ACM, who will then transmit them to the DPC for review.

IV. Submission of late/additional materials to the DPC (Promotion, Tenure, Contract Renewal)

A. During the time from the submission of an applicant's dossier and supporting documentation to the DPC via the ACM Chair and before the DPC's deadline for submission of its findings to the ACM Chair, additional relevant materials as defined may be submitted.

1. A letter of acceptance of scholarly or creative work that was received by the applicant after the initial deadline for submission, along with a copy of the accepted work.
2. Additional supporting documentation that was not available before the deadline for submittal of the dossier and supporting documentation.

B. The DPC, via its Chair, may request additional relevant materials or information from an applicant or others relating to the dossier and supporting documentation s/he submitted.

C. No anonymous material shall be made a part of any dossier. Any unsolicited material that is to be included in a tenure dossier and received prior to the DPC review shall be made available to the applicant, who shall be provided with the opportunity to provide a written response. Once the DPC has begun its review, no unsolicited material will be included in the dossier.

V. Process for orderly review of dossiers

- A. Upon receipt of dossiers from applicants for tenure/promotion and/or from probationary (tenure-track) faculty members undergoing contract renewal review, the ACM Chair shall expeditiously transmit to the DPC a copy of the dossier for each member of the DPC.
- B. The DPC shall transmit in a timely manner to the ACM Chair all dossiers and other material examined by the DPC, along with the DPC's single written assessment and, should they desire, recommendations regarding whether tenure/promotion should be granted or their assessment and recommendation whether contract renewal should be extended.
- C. Copies of all backup materials to the dossier shall be maintained during the duration of the process by the ACM Secretary or some other designee of the ACM Chair.

VI. External Review

- A. ACM will follow the relevant University of Hawai'i - Mānoa Administration Procedures and Timetable for Tenure and Promotion for the solicitation of external reviewers. The number of reviewers proposed and selected directly by the Department should be comparable to the number selected from the applicant's proposed list. All should be respected scholars at peer or benchmark programs and hold at least the rank the applicant is seeking.

VII. Voting procedures

- A. Only the members of the DPC may vote on matters involving recommendations for tenure, promotion, or contract renewal for probationary (tenure-track) faculty.
- B. For deliberation and voting on promotion applications, only DPC members of equal or higher rank as the applicant may participate.
- C. All discussions and deliberations on contract renewal, tenure and promotion applications shall be strictly confidential. Voting on these recommendations shall be by secret written ballot, which shall be tallied by the Chair of the DPC and verified by one other member of the DPC.

VIII. Discrepancies in procedures

- A. In the case of discrepancies in procedures between those of ACM and those of the University for either the review of applicants for tenure and/or promotion or the periodic review of probationary faculty, the University procedures shall take precedence.
- B. With regard to specific requirements for receipt of tenure and/or promotion, or contract renewal of probationary faculty, as found in the *Academy for Creative Media Guidelines for Tenure and Promotion*, additional requirements may be established by the ACM faculty beyond those specified in the *University of Hawai'i Criteria and Guidelines for Faculty Tenure/Promotion Application*.

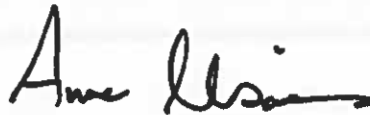
- IX. Consultation between the DPC and a faculty member under review
- A. The DPC, through its Chair, may request a meeting with a faculty member under review in order to solicit additional information from the faculty member.
 - B. A faculty member under review may request a meeting with the DPC in order to provide additional information for consideration by the DPC.
- X. Recommendation for Department (ACM) Chair to the Dean
- A. The Department (ACM) Chair is appointed by the Dean of the College of Arts and Humanities, who will request a recommendation from the faculty.
 - B. The determination of a recommendation for Department (ACM) Chair to the Dean of the College of Arts and Humanities shall be based on a majority vote of all ACM faculty who are members of Bargaining Unit 7 at 0.5 FTE and above, including instructors and lecturers. Abstentions shall count as "no" or negative votes.
- XI. Amendment of Procedures
- A. Amendments to these procedures may be proposed by the DPC and/or any other ACM faculty member as defined in Article II.B. of these Procedures.
 - B. Any amendments to these procedures must receive approval by a majority vote of ACM faculty members as defined in Article II.B. of these Procedures.

The proposed amendment(s) of procedures shall be sent through the ACM Chair to the appropriate administrative officials and the union for approval.

Rev. 11/15

Date approved by the ACM Faculty 12/2/15

Submitted by ACM Chair



Anne Misawa