

APPROVED:

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Department of Biology

Departmental Personnel Bylaws

(Approved by Faculty on 3 March 1992)

(Amended by Faculty on 7 March 1997)

(Amended by Faculty on 10 September 1997)

(Amended by Faculty on 6 March 1998)

(Amended by Faculty on 15 September 2017)

This document provides guidelines and procedures for the evaluation of faculty in the Department of Biology at the University of Hawai'i at Mānoa. The Department Personnel Committee consists of all tenured Biology faculty members and, along with the Department Chair, is responsible for Departmental assessment of matters related to pre-tenure contract renewals, promotion, and tenure. Special salary adjustments are evaluated by all tenured and tenure-track faculty. Periodic review of tenured faculty is conducted by the department chair.

DPC Composition and Selection of a Departmental Personnel Executive Committee

The DPC consists of all tenured faculty members of the department who are in Bargaining Unit 07 and who have at least 0.5 FTE appointments in the department. Three tenured faculty of rank five and one tenured faculty of rank four serve on a Department Personnel Executive Committee (DPEC) that prepares and solicits documents needed by the DPC. Each member of the DPEC serves for two consecutive years, with terms staggered so that half of the committee is replaced each year. In April of each year, elections are held to elect the new members to serve on the DPEC for the next academic year. Only DPC faculty vote for members of the executive committee. A ballot is prepared that consists of all tenured rank four and five faculty who will not be on leave for the entire fall semester of the next academic year. DPEC members with any conflict (e.g., application for promotion or Special Salary Adjustment) are replaced by an alternate. Holdover members are designated on the ballot for informational purposes and are not included as candidates.

Two members are voted to DPEC membership each year, i.e., half the positions are filled in even years and the other half in odd years. If a member of the DPEC becomes unable or ineligible to serve, an alternate member will be added to the DPEC, the person receiving the next highest number of votes at the particular rank in the most recent DPEC election.

The DPEC elects a committee chair of rank five who has at least one year of prior experience on the DPEC. The DPEC chair also serves as chair of the Biology DPC.

DPC Procedures

Voting

DPC Faculty members meet to discuss and vote by secret ballot on each tenure, promotion, and contract renewal application. Ballots will be distributed at that meeting or hand-delivered by an office staff member to DPC members not present. All ballots are returned in a sealed, **unmarked** envelope. DPC members will initial a delivery sheet twice: at receipt and return of their ballot. The ballot envelopes are to be opened only at a meeting of the entire DPEC, and only after the DPEC has determined that the number of ballots cast matches the number recorded as received on the delivery sheet. Ballots are examined and counted by the DPEC as a whole. If the DPEC finds that the number of ballots does not match the number of envelopes received on the delivery sheet, the ballots will be discarded and the entire voting process will be repeated.

Pre-tenure contract renewals

Documentation submitted by faculty member in support of contract renewal. The probationary faculty member will provide the DPEC chair with a progress report for the preceding contract period. This will consist of a 1-2 page statement of her/his accomplishments. Appropriate supporting documentation of the sorts (depending on the classification of the faculty member) required in applications for tenure or promotion (e.g., bibliography, peer evaluations of grant proposals and manuscripts), and in the format required in such applications, will be attached and given full consideration by the DPC.

Instructional faculty members must include complete (i.e., unedited and unredacted) teaching evaluations for each course with an enrollment of 8 or more registered students, for every semester of teaching after the initial hire or last contract renewal. Instructional Faculty may also include any other supporting documents providing evidence of effective teaching, mentorship, and/or advising of students.

Specialist Faculty (who are not primarily involved with teaching and research) must also provide similar evidence of ability to perform their primary duties. Supporting documents for Specialist Faculty should be regularly solicited by the Department of Biology from the constituents served by the particular Specialist Faculty member, such as complete evaluations pertaining to the faculty member's area of specialization. Specialist Faculty may also include any other supporting documents providing evidence of effectiveness in their primary job duties.

The mentoring committee may assist in preparation of these materials. (This committee is appointed by the DC as specified by the policy adopted by the Biology faculty in May 2017.) The single original hard copy of the submitted progress report and supporting documents will be kept in the office by a designated Biology Office staff member. The report may also be uploaded to a secure password-protected server that only DPC members may access.

Departmental evaluation and recommendation. The DPC will then meet to discuss the candidate's documents and vote by secret ballot on the contract renewal application. The DPEC then prepares a written recommendation based on a simple majority vote of the DPC and including the vote count. This recommendation is presented to the DPC possible revision and approval, and then is transmitted to the DC. The DC will then prepare her/his recommendation. The results of these deliberations are then recorded on the reappointment

recommendation form.

Report of departmental outcome. The applicant and the mentoring committee will be provided with copies of the DPC's and DC's recommendations, prior to these being transmitted to the dean. If either recommendation is negative the DC and chair of the DPEC will meet with the applicant and the mentoring committee, prior to the recommendations being sent to the dean, to discuss the evaluation.

Timeline

- Faculty member's documentation due one month before the deadline for submission of the department's recommendation to the dean (i.e., typically 15 November).
- DPC evaluation and recommendation due two weeks before the deadline for submission of the department's recommendation to the dean (i.e., typically 1 December).
- DC evaluation and recommendation due one week before the deadline for submission of the department's recommendation to the dean (i.e., typically 8 December).

All forms and criteria and guideline documents are available at
https://manoa.hawaii.edu/ovcaa/faculty/tenure_promotion_contract_renewal/

Current notification deadline dates are available at

https://manoa.hawaii.edu/ovcaa/faculty/tenure_promotion_contract_renewal/pdf/contract_renew_instr_2014.pdf

Information about the probationary period is available at

<http://www.uhpa.org/contracts/2015-2017-ta-pdf/article-xii-tenure-and-service/>

Tenure and/or Promotion

For each tenure and/or promotion applicant, the DC informs the applicant of the nature of the action pending, provides the applicant with the relevant Department, College, and University materials (e.g., procedures and criteria), and advises the applicant of the deadlines and documentation that must be provided to the DPEC (specified in *Criteria for Faculty Tenure/Promotion*). Appropriate supporting materials depend on the classification of the applicant, but all submitted materials will be given full consideration by the DPC.

Instructional Faculty will provide a summary of their teaching evaluations but must also include, in the supporting materials, complete (i.e., unedited and unredacted) teaching evaluations for each course with an enrollment of 8 or more registered students, for every semester of teaching during the probationary period. Instructional Faculty may also include any other supporting documents providing evidence of effective teaching, mentorship, and/or advising of students.

Specialist Faculty must also provide similar evidence of ability to perform their primary duties. Supporting documents for Specialist Faculty should be regularly solicited by the Department of Biology from the constituents served by the particular Specialist Faculty member, such as complete evaluations pertaining to the faculty member's area of

specialization. Specialist Faculty may also include any other supporting documents providing evidence of effectiveness in their primary job duties.

When the applicant's documentation is complete, the original signed hard copy of the dossier will be kept in the office by a designated Biology Office staff member. The dossier may also be uploaded to a secure password-protected server. Only members of the DPC (i.e., tenured Bargaining Unit 07 faculty members), of equal or higher rank to that for which the applicant has applied can view, discuss, and vote on applications for tenure and/or promotion.

External referees. The chair of the DPEC obtains from the applicant a list of names and addresses (including email and other contact information/or FAX) of at least five persons who are familiar with her/his area of research expertise or specialization, preferably but not restricted to R1 institutions; the list will include statements of the applicant's professional relationship with each person named. Any individuals having a personal or professional relationship with the applicant that would reduce objectivity will be excluded from the list. All must be of rank equivalent to or higher than that being sought by the applicant. Applicants with split appointments will provide both units with a list of possible referees.

The DPEC prepares a second list of other appropriate referees in consultation with other DPC members, if necessary. The DPEC chair then solicits potential referees from the applicant's and the DPEC's lists until at least six have agreed to provide letters of reference; there must be an equal number of letters from the persons on the applicant's list and the DPEC's list. If fewer than six letters are obtained from those initially agreeing to provide them, additional persons from the lists will be contacted by the DPEC; every reasonable effort will be made to obtain six letters by the deadline for the DPC's recommendation, and also maintaining the preceding limits on composition of the group of referees. Referees will be sent a copy of the applicant's CV and copies of up to five published products (e.g., articles, reviews, monographs, books) selected by the applicant. A hard copy of the original letters will be added to the dossier kept in the office, and uploaded as part of the dossier to a secure password-protected server that only eligible faculty may access.

Departmental evaluation and recommendation, and right of response. The DPC will meet to evaluate the dossier and external reviews, assessing the strengths and weaknesses of the candidate. After discussion the DPC will vote on the application. The DPEC then will draft a recommendation letter including a summary of the DPC's assessment and reporting the vote of the DPC. This draft recommendation will be presented to the DPC for discussion, possible revision, and approval by the DPC. The applicant will be provided with a copy of a draft of the DPC's recommendation prior to its final adoption; the purpose of this is only to allow correction of any factual errors.

The DPC recommendation then will be transmitted to the DC and the DC will prepare her/his recommendation.

The applicant will be given copies of the DPC's and DC's recommendations immediately after the DC's recommendation is complete. If either or both recommendations are negative, the applicant will be permitted to either withdraw the application or prepare a written response to be included in the dossier; if a tenure application is withdrawn the faculty member will be in their terminal probationary year unless an extension is granted by the Dean.

Timeline

All dates are relative to dates and deadlines established by the UH administration for the given year.

- By the date established by administration (at least six weeks before the application deadline):

DC provides any potential applicant(s) with application materials.

- Two weeks after the preceding date:

Applicant declares intention to apply, and provides the DPEC with the list of potential outside referees and copies of his or her materials to be sent to referees. The DPEC prepares a list of other external referees.

Solicitation of referees is begun. Referees will be instructed to submit their letters to the DPC, who will make those letters available in the Biology Office for faculty review by the application deadline.

- Up to two weeks before application deadline:

The applicant may, if she/he wishes, provide the DPEC and/or DPC with a draft of the application, in which case the DPEC or DPC will provide the applicant with comments on the application; any such comments in no way determine the outcome of the evaluation of the application subsequently submitted.

- By the application deadline:

Applicant will have provided all documentation to the DPEC, and it will be available for review by members of the DPC. The applicant may add material after this date, which will be added to the dossier, and will be considered by the DPC to the extent possible. In the dossier, material considered by the DPC will be clearly distinguished from any material received too late to be considered (or after the dossier has left the department).

- Two weeks prior to deadline for transmitting dossier to the dean:

DPC will have completed its deliberations and voted. The DPEC will have drafted the DPC recommendation and allowed the applicant to review for factual correctness. After review and ratification by the DPC, the recommendation is transmitted to the DC.

- One week prior to deadline for transmitting dossier to the dean:

DC will have prepared her/his recommendations. Applicant will be informed of DPC and DC recommendations.

- By deadline for transmitting dossier to the dean (generally about four weeks after deadline for submission of application):

If there is a response by the applicant to any negative recommendation, it must be submitted by this date.

Periodic Review of Tenured Faculty

The department chair will conduct periodic reviews of tenured faculty according to the specific procedures and timetable established by UH Manoa (distributed annually by the Office of the Vice Chancellor for Academic Affairs). Each tenured faculty member must be reviewed at least once every five years by submitting an 'academic profile' and any appropriate supporting materials to the department chair. Appropriate supporting materials depend on the classification of the faculty member, but all submitted materials will be given full consideration by the DC.

For Instructional Faculty, the academic profile submitted by faculty members must include but is not restricted to: (1) a narrative describing endeavors and accomplishments in instruction, research, and service since the previous review; (2) a complete CV listing any publications, grants received and proposals submitted, and courses taught since the previous review; and (3) complete (i.e. unedited and unredacted) teaching evaluations for each course with an enrollment of 8 or more registered students for each semester since the previous review.

For Specialist Faculty, the academic profile submitted by faculty members must include but is not restricted to: (1) a narrative describing endeavors and accomplishments in the faculty member's field of specialization since the previous review; (2) a complete CV listing any professional products, grants received and proposals submitted since the previous review; and (3) complete evaluations (i.e. unedited and unredacted) pertaining to the faculty member's area of specialization.

Special Salary Adjustments

Faculty may apply or be nominated for a special salary adjustment or bonus payment by submitting a completed Special Salary Adjustment or Bonus Payment request form (with supporting documents) to the Dean of the College of Natural Sciences. Requests to the Dean are referred back to the DC. The DC will make arrangements for review of pertinent materials by the faculty.

Input from faculty. The DC will inform all faculty of a salary request under review, inviting them to submit written comments to the DPEC. The original signed, hard copy of the SSA document will be kept in the office by a designated Biology Office staff member. The material may also be uploaded to a secure password-protected server that only eligible faculty may access. Only bargaining unit 07 members shall be given the opportunity to review and comment on the request.

Report of departmental position and faculty comments. The DPEC will then transmit all faculty comments along with a statement of the department's position on each request to the Dean.

Timeline

Within one week of receiving the SSA request from the Dean, the DC forwards the request to the DPEC, which then within one week will transmit the request to all faculty. The DPEC shall submit faculty comments and the department's position on the request to the dean no more than one month after the requests and have been made available to the faculty.

Department Chair Selection Process

Overview and term: Each Department Chair (DC) will be selected in an open process in which the faculty will recommend candidates to the acting DC. DC's will serve three-year terms.

Nomination of the candidates: Candidates may self-nominate or can be nominated by other faculty, including the current or interim DC. Only tenured faculty of rank 4 or 5 in the Department of Biology may be nominated for DC positions. Only tenured or tenure-track faculty in the Department of Biology may make nominations for DC positions.

Discussion of the candidates: Consideration of the nominees must include opportunities for consideration between individual candidates and the faculty and staff by discussion at meetings announced one week in advance.

Faculty vote: Prior to the end of the nine month active duty period, faculty will cast secret ballots using the secret ballot process described in the Department Personnel Committee (DPC) bylaws. Only Bargaining Unit 07 members in the Department of Biology, i.e. all tenured, tenure-track and non-tenure-track faculty, may cast votes for DC positions.

Acceptability poll: At the time of the faculty vote, faculty will also cast secret ballots containing a list of all faculty eligible to be DC, i.e. all tenured faculty of rank 4 or 5. Each faculty member will check-off whether each eligible faculty member is acceptable as a DC (yes), or unacceptable as a DC (no).

Communication of the outcome to the Dean: The full result of the vote (names and number of votes corresponding to each) and the results of the acceptability poll (the number of faculty who selected acceptable or unacceptable) will be sent in writing by the current or interim DC to the Dean.

Early termination: If a faculty member feels that the DC is unsatisfactorily completing the duties associated with their position an early termination vote may be called. The faculty will cast secret ballots using the secret ballot process described in the Department Personnel Committee (DPC) bylaws. The faculty may recommend termination with a vote of 60% of the entire faculty eligible to vote (including any not present at the time of the vote). The result of the vote (number of each type of vote) will be communicated in writing to the Dean by an Associate Chair.

Vacancy: In the event of a vacancy for any reason a current Associate Chair can be an interim DC. In the event of more than one Associate Chair the decision of which individual will become the interim DC can be resolved by any method (mutual assent, department vote, *etc.*) agreed upon by all Associate Chairs.

Procedures for Amendment

These bylaws can be amended at any time by vote of the Biology faculty (untenured as well as tenured). A favorable vote of at least 60% of the entire faculty (i.e., including any not present at the time of the vote) is required. Untenured faculty may participate in discussions of Department Personnel policies and vote on modifications of Department Personnel procedures.