

APPROVED:

*James D. Kanda* 8/27/2018  
UHPA Date

APPROVED:

*Malcolm Brown* SEP - 4 2018  
Mānoa Chancellor's Office Date

**UNIVERSITY OF HAWAII AT MANOA  
SCHOOL OF COMMUNICATIONS  
PROCEDURES GOVERNING CONTRACT RENEWAL, TENURE AND  
PROMOTION**

- I. Functions of the School of Communications Departmental/Division Personnel Committee (DPC) that are applicable to instructional faculty Rank 1-2 and higher:
  - A. Applicants for Tenure and/or Promotion
    1. To review the applications of all School of Communications faculty who apply for promotion and/or tenure and assess in writing their strengths and weaknesses.
    2. To report recommendations in writing whether each applicant should be granted tenure and/or promotion for which s/he has applied and to append those recommendations to the applicant's dossier.
  - B. Contract renewal review of tenure-track (probationary) School of Communications faculty for pre-tenure evaluation.
    1. To review the application of each tenure-track (probationary) faculty member for pre-tenure evaluation and to assess in writing its strengths and weaknesses.
    2. To recommend in writing to the Dean of the College of Social Sciences (CSS) whether each tenure-track (probationary) faculty member should be renewed for additional year(s) of employment in her/his current position.
- II. Composition of the DPC
  - A. The DPC chair will be elected by a majority vote of all School of Communications faculty, tenured and untenured. The vote will be conducted by secret ballot. See Note C. regarding a situation in which the DPC chair would be from outside the School and elected by the DPC.
  - B. All DPC members, whether from within or outside the School of Communications, must be tenured Bargaining Unit 07 members of the Manoa campus. A faculty member who has applied for promotion in a specific academic year is not eligible to serve on the DPC during the year when his/her application will be considered.
  - C. The DPC shall consist of all tenured faculty members on duty of equal or higher rank than that sought by the applicant, not including the School chair. In the event that a total of at least five tenured School of Communications faculty members are not available to serve on the DPC or as DPC chair, the Dean of CSS, in consultation with the Chair of the School and the Chair of the DPC, shall appoint faculty members from other related disciplines to ensure that the Faculty Personnel Committee (FPC) has at least five members. In this situation, the FPC chair will be elected by the FPC.
  - D. An individual candidate for tenure or promotion can request to exclude participation of specific DPC member where the candidate believes that a conflict exists that would prevent the faculty member's fair evaluation of a tenure or promotion application made by the candidate.

1. Such exclusion must not reduce the DPC members below the minimum of five members required to meet University of Hawai'i standards for a DPC.
2. Request for such exclusion, stating the specific cause for the request will be submitted in writing to the DPC Chair and may become part of the applicant's dossier after consideration by the DPC Chair in deliberation with the Applicant.

**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 School of Communications Guidelines for Tenure and Promotion and/or other pertinent documents.
2. Any request for educational waivers or adjustment of the candidate's probationary period (shortening or lengthening) or time in rank must be made as specified in the appropriate University of Hawaii Criteria and Guidelines for Faculty Tenure/Promotion Application.
3. The original and all required copies of the dossier, and all supporting documentation should be submitted to the Chair of the School of Communications, who will then review them for completeness and transmit the dossier and documentation to the DPC for review.
4. 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.** All documentation as outlined in the School guidelines for contract renewal should be submitted to the Chair of the School of Communications, who will then transmit them to the DPC for review.

**IV. Submission of Late/Additional Materials to the DPC (Promotion, Tenure, Contract Renewal)**

- A.** After the dossier has been submitted, the candidate may add relevant materials before the University's published deadline for the chair's assessment is due to the dean. These may include:
1. A letter of acceptance of scholarly 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.** Within reasonable time limits, the DPC, via the Chair of the committee, may request in writing additional relevant materials or information from an applicant or others relating to the dossier and supporting documentations/he submitted.

**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 or instructors undergoing contract renewal review, the Chair of the School

## **School of Communications April 3, 2018**

of Communications shall transmit expeditiously, but no later than UHM published deadlines, up to eight copies of the dossier for members of the DPC. If there are more than eight members on the DPC, the School of Communications Chair shall keep copies in a secure office for the members of the DPC to check out or review at their convenience.

- B. The DPC shall transmit in a timely manner to the Chair of the School of Communications all dossiers and other material examined by the DPC, along with the Dip's written assessment, of the strengths and weaknesses of each candidate. The DPC can append a recommendation if they so desire.**
- C. Copies of all backup materials to the dossiers, including the letters of external reviews for tenure/promotion applicants, shall be maintained during the duration of the process by the Secretary to the Chair of the School of Communications or some other designee of the Chair of the School of Communications.**

### **VI. External Review**

In cases of promotion or tenure, each candidate will submit the names of up to six outside referees. Six or more additional referees are then added by the School Chair in consultation with the DPC. Referees are then requested in writing by the School Chair to provide their evaluation of the candidate's research and scholarly work in relation to the applicant's rank. The candidate's current CV and appropriate scholarly works selected by the candidate should be enclosed with the letter to the referees. To be considered, letters of evaluation must reach the DPC by its fixed deadline. Every attempt will be made to secure at least six completed reviews, including at least three from the candidate's list and at least three from the school chair's list. Letters that have arrived late, but before University deadlines, will be forwarded to the Dean by the School Chair.

- A. The School will follow common university procedures to solicit external review letters in a timely fashion.**
- B. The process for seeking external reviews must begin expeditiously, as soon as an applicant has informed the School Chair and the DPC Chair of a decision to apply for tenure or promotion.**

### **VII. Voting Procedures**

Following a careful deliberation on the strengths and weaknesses of each candidate, the DPC shall conduct a vote by secret ballot:

- 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. On applications for promotion, only faculty members of equal or higher rank than that sought by the candidate are allowed to vote.**

Voting on these recommendations shall be tallied by the Chair of the DPC and verified by one other member of the DPC.

Subsequent to voting, the DPC Chair will request several of the DPC members to provide a draft assessment of the candidate with respect to strengths and weaknesses in teaching, research, and service, reflecting the consensus of the committee. These assessments will be discussed at a subsequent DPC meeting and in a timely manner to arrive at an acceptable text.

- C. The candidates for contract renewal, tenure, or promotion will have the opportunity to review the written assessments of the School Chair and DPC. The candidates will have an opportunity to discuss/rebut assessments by School Chair and DPC.**

**VIII. Discrepancies in Procedures**

- A. In the case of discrepancies in procedures between those of the School of Communications and those of the University for either the review of applicants for tenure and/or promotion or the annual review of probationary faculty, the University and CBA procedures shall take precedence.**
- B. Specific requirements for receipt of tenure and/or promotion applications, and contract renewal of probationary faculty, can be found in the School of Communications Guidelines for Tenure and Promotion. Additional requirements are specified in the University of Hawaii Criteria and Guidelines for Faculty Tenure/Promotion Application. However, applicants may choose to follow the School's prior established guidelines most recently on file with University of Hawaii Professional Assembly (UHPA) and the Office of the Vice Chancellor for Academic Affairs (OVCAA).**

**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. Within reasonable deadlines and limits, the DPC Chair may write a letter with specific questions or a specific request for additional information to the faculty member under review. The correspondence will be included in the dossier, after consultation with the applicant.**

**X. Amendment of Procedures**

- A. Amendments to these procedures may be proposed by the DPC and/or any other School of Communications tenured or tenure-track member.**
- B. Any amendments to these procedures must receive approval by a majority vote of the School of Communications tenured and tenure-track members.**
- C. The proposed amendment of procedures shall be sent through the Chair of the School of Communications to the appropriate administrative official and UHPA for approval.**
- D. Any amendments to the approved procedures in force will be implemented in the academic year following approval by the appropriate administrative official.**
- E. Approved amended procedures shall be filed with the Dean of CSS, to be forwarded to the OVCAA and UHPA.**

**Date approved by:**

**School of Communications Faculty**

April 3, 2018

**Dean of CSS**

**UHPA**

**Manoa Chancellor's Office**

**School of Communications (SC)  
Selection Process for Recommendation to Dean  
for Appointment of SC Chair**

**Approved by the Faculty: October 8, 2013**

By the end of January the faculty will undertake a Selection Process for appointment of the SC Chair.

A. The Selection Process will be supervised by the Department Personnel Chair (DPC) Chair. Should the DPC Chair wish to be a candidate in the process, supervision will be passed to the faculty member with the greatest seniority who declines candidacy, and the DPC chair will be recused from the selection committee.

B. All regular faculty with a full-time equivalent (FTE) appointment of at least 0.5 who are not candidates for the chair position, regardless of sabbatical or leave status, are eligible to participate in the Selection Process.

C. The Supervisor of the Selection Process will announce the pending election in the widest possible manner within the school and will design and conduct a nomination process that actively solicits input from all faculty, staff and students in a timely manner and that insures the integrity of the process.

D. Nominees for Chair must be tenured, full-time SC faculty, at the rank of I-4 or I-5. The Supervisor of the Selection Process will assess the eligibility of any Nominee and contact each to assure willingness to be a candidate.

E. In the event there are no Nominees, or only one Nominee, willing to be a candidate, the Selection Process will be completed. The Supervisor will announce the results to the faculty and report the results to the Dean of the College of Social Sciences.

F. In the event there are two or more Nominees willing to be a candidate, the Supervisor will announce the candidates to the faculty, set a time for an optional policy discussion by candidates with the faculty, and then call for an election by secret ballot. The Supervisor will be responsible for the creation and collection of appropriate ballots and procedures to allow for the timely participation of all faculty and insure the integrity of the process.

G. The candidate with a majority of the ballots cast will be the School's recommendation to the Dean for SC chair. In the event no candidate receives a majority, a runoff election between the two candidates receiving the highest number of votes will be held. The candidate with a majority of the ballots cast will be the School's recommendation to the Dean for SC chair.