These procedures are in compliance with provisions that have been developed in accordance with the 2017-2021 Agreement between the University of Hawaii Professional Assembly and the Board of Regents of the University of Hawaii. Article X of the 2017-2021 UH PA/BOR Agreement states:

'Written Department or Division Personnel Committee (DPC) procedures shall at a minimum provide for (a) secret ballot voting at all final votes, (b) strict exclusion from voting of any individual who is not a tenured Bargaining Unit 07 member over the tenure or contract renewal of another Faculty Member, (c) that only Faculty Members of equal or higher rank to which the applicant has applied can vote on applications for promotions, (d) procedures for the orderly review of dossiers at the Department or Division level, and (e) that the determination of the Department's or Division's recommendation for DC to the Dean or Director, or other appropriate administrator, shall be based on a majority vote of all bargaining unit Faculty Members in the Department or Division."

"Non-tenure track bargaining unit members may participate in the establishment of DPC policies and procedures and they may also take part in the discussions of the Personnel Committee if the Department or Division has voted to include these Faculty Members in such deliberations."

"Department or Division Chairs, and other bargaining unit members serving in similar capacities such as those with the title Director, 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."

I. Functions of Department Personnel Committee (DPC)

A. Evaluation of Applicants for Tenure and/or Promotion

1. To review the applications of all Communicology faculty members who apply for tenure and/or promotion, and provide written assessment of the strengths and weaknesses of candidates relative to UHM and Department of Communicology criteria for tenure and/or promotion.

2. To optionally recommend/not recommend candidates for tenure and/or promotion.
B. Periodic Contract Renewal Review for Tenure-Track (probationary) Communicology Faculty

1. Review the applications of each tenure-track (probationary) faculty member and provide written assessment of the strengths and weaknesses of faculty member relative to UHM and Department of Communicology criteria for renewal.

2. Recommend/not recommend probationary faculty member for renewal.

II. DPC Membership (Addresses who is eligible to serve as DPC member). DPC membership and procedures are governed by University of Hawai‘i at Mānoa rules and policies, and the UH-UHPA Collective Bargaining Agreement. Any new collective bargaining provisions will take precedence over these procedures where a conflict is created.

A. DPC members must be tenured members of Bargaining Unit 07 of the UH Manoa Campus.

B. The DPC chair will be elected via anonymous ballot of all DPC members.

C. The DPC for any decision-making purpose or evaluation/assessment purpose shall consist of all tenured faculty members on duty, not including the Department of Communicology chair. Faculty members off duty due to sabbatical may serve on the DPC if they request to do so.

D. For cases of promotion all DPC members must be of equal or higher rank to which the candidate has applied for promotion.

E. The DPC for each applicant will be comprised at minimum of five members at the same or higher rank sought by the applicant. In the event that five DPC members are not available (e.g., tenure and/or promotion committee) the dean will constitute a Faculty Personnel Committee (FPC), in consultation with the Department of Communicology chair, to secure the services of DPC-eligible faculty members from related disciplines on the Mānoa campus sufficient to achieve a DPC of five tenured faculty members.

F. Only tenured Department of Communicology faculty members may participate in the establishment and amendment of DPC policies and procedures.

G. Candidates for Tenure and Promotion do not have a "right to exclude" any eligible faculty members from serving on their DPC.

H. Faculty shall not serve on reciprocal DPCs in the same year.
III. Promotion and Tenure - Submission of Materials

A. The most current version of the Department of Communicology's Written criteria for promotion and tenure will be distributed to all faculty members no later than the first month of the semester they are hired, and again when notification is received of intent to apply for promotion and/or tenure. These criteria detail expected accomplishments and on what basis an assessment will be made. Minimum qualifications for tenure and promotion as defined by the University of Hawai'ī's most current executive policy shall apply in all cases. The Department of Communicology's criteria are in addition to the minimum qualifications of the University.

B. The candidate must declare his or her intent to apply for promotion at least four months prior to the University deadline to allow time for solicitation and receipt of outside expert letters.

C. An applicant for promotion and/or tenure must submit all documentation as required in the appropriate University of Hawai'i Criteria and Guidelines for Faculty Tenure/Promotion Application and the Department of Communicology Criteria for Promotion and Tenure and other pertinent documents.

D. The deadline for submitting the application and supporting documentation by the applicant shall be as specified in the appropriate University of Hawai'i Criteria and Guidelines for Faculty Tenure/Promotion Application.

E. The original and all required copies of the dossier, and all supporting documentation should be submitted to the Department of Communicology Chair, who will then review them for completeness and transmit the dossier and documentation to the DPC for review.

F. The candidate will be asked to provide a list in writing of at least five names and addresses of respected scholars in related fields at peer or benchmark institutions or departments who can serve as external reviewers of the candidate's scholarship. These scholars should be external to the University of Hawai'i at Manoa, be able to evaluate the candidate's materials impartially, and be free of any conflict of interest (e.g., not have served as the candidate's thesis or dissertation advisor). External reviewers should hold at least the academic rank for which the candidate is applying.

G. At least six (6) letters from sources external to the University evaluating the contributions of the candidate to his/her discipline will be solicited by the Department of Communicology from respected scholars who are experts in the candidate's field and hold at least the academic rank for which the candidate is applying. Experts will be selected from both the list created by the department and the list submitted by the candidate, with the goal of receiving about an equal number of external reviews from each list.
H. External evaluations must be solicited by the Department of Communicology Chair in consultation with the Chair of the DPC. The candidate will not contact external reviewers to discuss evaluations.

I. The handling of external review letters will follow the guidelines set by the University. The confidentiality of the letters will be strictly maintained.

IV. Probationary Faculty Review and Contract Renewal - Submission of Materials

A. Probationary faculty members scheduled for evaluation during an academic year shall be notified by the Department of Communicology Chair no less than one month prior to the Office of Vice Chancellor for Academic Affairs' posted deadline of that academic year for Tenure and Promotion applicants to submit their applications to the Department Chair.

B. Probationary faculty members will follow the deadline of that academic year posted by the Office of the Vice Chancellor for Academic Affairs for Tenure and Promotion applicants when "Applications [are] due to Department Chair" and submit to the Department of Communicology Chair and chair of the DPC an updated vita, a summary of professional accomplishments since the last evaluation, and all teaching evaluations since the last evaluation.

V. DPC/FPC Procedures for Tenure, Promotion, and Probationary Contract Renewal

A. The Department of Communicology Chair will provide a copy of the departmental personnel procedures to new faculty members no later than the first month of the semester they are hired.

B. Upon submission of a candidate's application for tenure and/or promotion or contract renewal but not later than one month before recommendations are due to the Dean's office, the DPC chair will schedule a meeting with the DPC/FPC to review the candidate/faculty member's application.

C. The presence of a majority of active DPC/FPC members, with a minimum of three active DPC members, is necessary for any discussion/action to take place. All DPC/FPC members must participate if a vote is taken.

D. During the meeting, the DPC/FPC will discuss the strengths and weaknesses of the candidate for tenure/promotion or renewal. The Department of Communicology Chair shall not participate by voice, vote, presence, or in any other form of communication in the deliberations of the DPC/FPC over individual tenure and promotion applications or contract renewal.
E. The chair of the DPC /FPC shall be responsible for writing the DPC's /FPC's summary of the candidate's strength and weaknesses. A recommendation for tenure/promotion can be appended should the DPC /FPC desire. If there is a recommendation for tenure/promotion, all DPC/FPC members must vote. No abstentions will be allowed. A recommendation for contract renewal (for probationary faculty) must be provided and all DPC/FPC members must vote. No abstentions will be allowed. All votes will be by secret ballot.

F. The DPC /FPC shall transmit in a timely manner to the Department of Communicology chair the DPC's /FPC's single written assessment, and the DPC's /FPC's recommendation, if they choose, regarding whether tenure and/or promotion should be granted, or their assessment and recommendation on whether a contract should be renewed.

VI. Recommendation for Department of Communicology Chair to Dean

A. The Department of Communicology Chair is appointed by the Dean of the College of Arts & Humanities.

B. The Dean of the College of Arts & Humanities will request a recommendation for Department of Communicology Chair from the Department of Communicology faculty.

C. Only associate professors (I-4) and full professors (I-5) can serve as department chair.

D. The determination of a recommendation for department chair to the Dean of the College of Arts & Humanities shall be based on a majority vote via secret ballot of all Department of Communicology faculty who are members of Bargaining Unit 7.