

APPROVED:

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UHFA Date

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Mānoa Chancellor's Office Date

PERSONNEL PROCEDURES AND POLICIES (AMENDED 9/07/18)

DEPARTMENT OF ELECTRICAL ENGINEERING

PROCEDURES

Departmental Personnel Committee Composition

The Departmental Personnel Committee (DPC) for the Department of Electrical Engineering shall consist of all full-time tenured faculty members within the department, not including the Department Chair or a faculty member holding an Executive/Managerial position. Any individual who is not a tenured Bargaining Unit 07 member shall not be part of the DPC. Any faculty member applying for tenure and/or promotion shall not be part of the DPC.

Executive Departmental Personnel Committee Composition

The Executive Departmental Personnel Committee (EDPC) for the Department of Electrical Engineering shall consist of six full-time tenured faculty members representing the DPC. Three members have two-year terms commencing in even-numbered years, and three members have two-year terms commencing in odd-numbered years. At the beginning of each fall semester, three EDPC members are elected from all full-time tenured faculty by a secret ballot of all full-time tenured and tenure-track faculty. The three candidates with the most votes are appointed to new two-year terms. Ties are resolved by a randomized choice. Faculty members on sabbatical or personal leave, or serving in Department Chair or in Executive/Managerial positions at the time of the EDPC balloting are ineligible for the EDPC. The EDPC annually elects the DPC Chair from among EDPC members. If a member of the EDPC applies for promotion, he/she must step down from the EDPC, and a replacement member will be elected.

Personnel Decision Criteria

The criteria by which contract renewal, tenure, promotion, and periodic review of tenured faculty are evaluated are detailed in a separate *Personnel Decision Criteria* document. The following sections only detail the procedures for evaluating each of these cases.

Contract Renewal

Contract renewal applications should include a curriculum vita detailing research, teaching, and service activities since the initial hire date. The CV should include a list of all published and pending publications (including a statement regarding the authorship convention for multiple-author publications), funded and non-funded grant proposals, graduated and in-process graduate students, courses taught, and service activities at the Departmental, College, University, and professional levels. Contract renewal applications should also include: (1) a statement of long-range teaching objectives, (2) a statement of long-range research objectives, and (3) all teaching evaluations since the initial hire date.

Contract renewal applications are evaluated and discussed by all eligible DPC members followed by a secret ballot vote. A report of the vote is recorded in a written recommendation by the EDPC to the Department Chair, who completes an independent written recommendation, and then informs the faculty member of both recommendations before forwarding to the Dean.

Tenure and Promotion

The University specifies the general format for tenure and promotion applications. The application should include a statement regarding the authorship convention for multiple-author publications.

For tenure and promotion decisions, the Department Chair solicits outside evaluations of the candidate's work. The list of evaluators is compiled from suggestions by the candidate (nominally 6 names) and the Department Chair (nominally 6 names), with the help of relevant faculty. The goal is to obtain an equal number of evaluation letters from the candidate's suggestions and the Department Chair's suggestions, per UH policy.

Tenure and/or promotion applications are evaluated and discussed by the DPC members whose rank is at or above the level of promotion being considered. The EDPC produces a written statement (Assessment) of the strengths and weaknesses of the candidate; they can append a recommendation if they so choose. The EDPC sends the Assessment to the DPC members whose rank is at or above the level of promotion being considered for review to ensure it is representative of the entire DPC.

The applications and EDPC recommendation and report are held in the Department office for secret balloting. All DPC members whose rank is at or above the level of promotion being considered are asked to sign and date a log acknowledging that the candidate's application, external evaluators' letters, and EDPC recommendation are available for review before casting the secret ballot. Ballots are counted by the Department Secretary, who reports the tabulated vote to the DPC Chair. The tabulated vote and EDPC recommendation are then forwarded to the Department Chair, who completes an independent written recommendation.

Periodic Review of Tenured Faculty

Tenured faculty undergoing a periodic review submit an academic profile that includes teaching evaluations and a curriculum vita listing all the components described in the *Criteria for Periodic Review of Tenured Faculty* document.

Periodic reviews are performed by the Department Chair. The Department Chair completes a written recommendation, and then informs the faculty member of the recommendation before forwarding to the Dean. The DPC Chair serves the function of the Department Chair when the Department Chair is evaluated for a periodic review.

Procedure for Recommending Candidates for Department Chair

Only Faculty Members with the Rank of I4 or I5 shall be eligible to serve as the Department Chair. If no one in these ranks is available or willing to serve as the Chair, then the Dean will look outside the department for a chair. If no eligible Faculty Members are available to serve as Department Chair, Article XXIII.D of the UHPA Collective Bargaining Agreement will be followed (the 2017 to 2021 UHPA Collective Bargaining Agreement states: "[if] no eligible Faculty Members are available to serve as Department/Division Chair, the Employer or its designee shall meet with the Union to discuss alternative appointments prior to making a decision.").

Faculty Members in the Department of Electrical Engineering shall meet to consider the recommendation of a Bargaining Unit 07 Faculty Member to serve as Chair. Prior to the appointment or

reappointment, the Dean shall consult with all the Faculty Members wishing to participate to receive their recommendation. If there is no consensus among the Faculty, the Dean shall consider both the majority and minority views before making an appointment. Should there be a consensus among the Faculty Members as to who should serve as the Chair, and the recommendation is rejected, the Dean shall meet with the Faculty Members and provide a written statement setting forth the reasons for selecting another Faculty Member.

The determination of the Department's recommendation for the Department Chair to the Dean shall be based on a majority vote via a secret ballot of all Bargaining Unit 07 Faculty Members in the Department of Electrical Engineering.

Amendments

These procedures can be amended after discussion at a faculty meeting involving all full-time faculty members of the Department, followed by a secret ballot of all full-time tenured and tenure-track faculty members in the Department, followed by approval by the appropriate University administration and union officials. The term "all full-time tenured faculty" excludes any faculty serving in Executive/Managerial positions.