

*Kawaihuelani Center for Hawaiian Language
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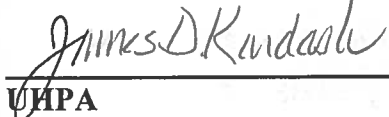
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I. ADOPTED MOTTOS

A. I Pono Nā Mamo a Hāloa

B. E Ola ka 'Ōlelo

II. DIRECTOR

A. Selection of Director

1. The Faculty¹ and Staff² shall nominate a Director to serve a three-year term. All faculty members of UHPA shall be eligible to vote, other faculty and staff may write letters of recommendation to the Dean.

2. The Director shall be renewed on an annual basis by the Dean, in consultation with the Faculty and Staff.

3. The Dean shall appoint the Director in accordance with the Collective Bargaining Agreement between the University of Hawai'i and the University of Hawai'i Professional Assembly.

B. Eligibility

1. Tenured Faculty shall be eligible to serve as Director.

C. Responsibilities

1. To serve as the head of Kawaihuelani Center for Hawaiian Language.

2. To serve as immediate supervisor of Faculty and Staff members. In the event that the duties of a Faculty or Staff member are directly related to the Graduate Program, both the Graduate Chair and Director shall serve as supervisors to that Faculty or Staff member.

3. To represent the Center in all contacts with the University administration and outside agencies. The Director shall, after proper

¹ In accordance with Board of Regents' policy, the following definitions of Faculty shall be used in this document: I (Instructional), R (Researcher), and S (Specialist).

² For purposes of this document, Staff shall be defined as Lecturers, GAs and APT employed full-time by Kawaihuelani. Personnel employed by grants shall not be considered Staff for the purposes of this document.

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consultation with Standing Committees and/or Center members with a particular interest in a specific matter, represent the Center before University committees (including the School and Kūali'i Native Hawaiian Advisory Council) and the Mānoa and system offices, prepare such reports as are required by the University administration, and answer outside correspondence requiring an official Center response.

4. To prepare letters of assessment for candidates for promotion, tenure, contract renewal, and periodic review.
5. To take appropriate action where necessary to implement recommendations made by Standing Committees or by the Center as a whole.
6. To prepare the Center budget request and determine the allocation thereof in consultation with Faculty and Staff.
7. To chair Center meetings.
8. To appoint Ad Hoc committees, except when decided otherwise by a majority of the Center Faculty and Staff.
9. To resolve all questions that arise for which either no specific Center instrumentality has responsibility, or for which such an instrumentality is temporarily non-functional, after consultation with those Center members most closely involved in the matter. In the event that no Center instrumentality exists to resolve a specific problem, the Director shall be specifically empowered to do so for the Center. If a committee assigned the responsibility for a particular matter cannot form a quorum in time to resolve it, the Director shall make the necessary decision after consultation with all available committee members.
10. To coordinate the assignment of teaching loads and courses in consultation with the Faculty. Such assignments shall be submitted to the Curriculum Committee for final review.
11. To be responsible for writing job descriptions in consultation with the Department Personnel Committee.
12. To coordinate the assignment of equipment and office space designated for the Center in consultation with the Faculty and Staff.
13. To assist new Faculty in receiving pre-service orientation prior to classes and continued in-service training as required during the academic

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year, in consultation with the Faculty and Academic Affairs Committee.

14. To coordinate, in consultation with Faculty, the review of existing curricula and academic requirements as well as the development of new curricula and academic requirements.

15. To be responsible for facilitating mediation between and among Faculty and students in matters relating to curriculum and classroom instruction.

16. To coordinate the assignment of Faculty to provide advice and assistance to Student Organizations affiliated with the Hawaiian language and culture.

17. To update the Center's Bylaws and Faculty and Staff Handbook in consultation with the Faculty and Staff.

D. Workload Reduction

In recognition that the duties and responsibilities of the Director require extensive time and effort, and in order to allow the Director sufficient freedom to devote herself/himself to these duties, (s)he shall automatically be granted a reduction of teaching workload for a total teaching workload of one course per semester.

E. Acting Director

1. In the event the Center Director is to be absent (s)he shall appoint an Acting Director to perform his/her duties during the period of his/her absence. The position of Acting Director shall carry all the authority and responsibilities associated with that of Center Director.

III. GRADUATE CHAIR

A. Selection of Graduate Chair

The Graduate Faculty shall elect a Graduate Chair to serve a one-year term.

B. Eligibility

Tenure-track Instructional Faculty members who are Graduate Faculty shall be eligible to serve as Graduate Chair.

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C. Responsibilities

1. To oversee the Center's graduate program.
2. To prepare program reviews and other documents for the Center's graduate program.
3. To develop, implement, and oversee the admission process for the graduate program.
4. To document academic progress of students in the program, tracking completion of academic and procedural requirements of Kawaihuelani and those of the Graduate Division.
5. To maintain communication with graduate students through regular office hours, appointments, email, or phone in order to facilitate academic progress and distribute pertinent information.
6. To advise Graduate Faculty members on Graduate Division policies and procedures.
7. To establish and nurture networks and partnerships that benefit the Center's graduate program, including participating in appropriate Department and University committees.
8. To work with the Center's Director to fill Graduate Assistant vacancies and to determine the nature of their assignments (e.g., instruction, research).

D. Workload Reduction

In recognition that the duties and responsibilities of the Graduate Chair require extensive time and effort, and in order to allow the Graduate Chair sufficient freedom to devote herself/himself to these duties, (s)he shall automatically be granted a one-course reduction per semester of his/her normal teaching workload.

IV. CENTER MEETINGS

A. Frequency

1. Faculty and Staff shall reserve Thursdays from 1:30 to 3:00 for General Center and Standing Committee meetings.

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2. General Center meetings shall be held on the first Thursday of the month. The Director may cancel General Center meetings if the Director deems that a meeting is not necessary.
3. Professors' meetings shall be held on the third Thursday of the month. The Director may cancel Professors' meetings if the Director deems that a meeting is not necessary.
4. Special Center meetings may be convened by the request of the Director or at least one third of the Faculty and Staff of the Center.

B. Attendance

1. All Faculty and Staff professionally associated with the Center, with the exception of the Fiscal Officer and non-Instructional GAs, shall attend all General Center meetings. Faculty and Staff who are absent from General Center meetings shall read the General Center meeting minutes and shall familiarize themselves with the material covered in the General Center meetings, especially new policies and procedures. The Fiscal Officer shall be excused from most General Center meetings, except where his/her expertise is required, so that he/she may ensure that the Center's main office is open during meeting times.
2. Anyone professionally associated with the Center, including students, shall be eligible to attend any General Center meeting, upon request, for the purpose of expressing opinions during an initial period reserved especially for such activity.

C. Quorum

A quorum of 1/2 of those eligible to vote must be present in order for a vote to be taken on agenda items.

D. Chair

1. The Director shall chair all Center meetings.
2. In the event that the Director is absent, the Acting Director shall serve as meeting chair.

E. Secretary

1. The duty of meeting secretary shall be appointed by the Director.

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2. Minutes shall be distributed to all Faculty and Staff members in a timely manner. A copy shall be kept on file in the Center's office.

F. Voting

1. All Faculty and Staff eligible to attend General Center meetings shall be entitled to vote at all Center meetings, except where prohibited by other sections of these bylaws (e.g., personnel matters).

2. A Center member who is, for any reason, absent from the University shall have the right to appoint, in writing, another voting Center member to vote his/her proxy in all matters on which (s)he would have the right to vote if personally present. Direct absentee ballots shall be accepted in lieu of proxies.

V. COMMITTEES

A. Responsibility to Serve on Center Committees

1. Service on Center Committees is a faculty obligation. Faculty members elected to Standing Committees shall be obligated to serve unless they can show the Director good reason why they should not.

2. No Faculty member shall serve on more than two Standing Committees during the same academic year.

B. Standing Committees

1. Voting and Standing Committee Membership Eligibility

a) Faculty members holding the rank of I-2 or S-2 and above and employed for one-half time or more shall be eligible to serve as members of the Academic Affairs, 'Aha Kuhina, and Curriculum Committees. Only tenured Faculty members shall be eligible to serve on the Personnel Committee.

b) All Faculty and Staff members shall be eligible to vote for members of the Academic Affairs, 'Aha Kuhina, and Curriculum Committees. Only tenured and tenure-track faculty may vote for members of the Department Personnel Committee.

c) Elections for Faculty members of the Academic Affairs, 'Aha Kuhina, Curriculum, and Personnel Committees shall be held by

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secret ballot during spring term, with the newly elected Committees serving their terms the next academic year. It is encouraged that members elected familiarize themselves with Committee duties and responsibilities prior to the start of their official term.

d) In the event a Faculty member is unable to serve on a Standing Committee for which (s)he has been elected, the next highest vote getter shall serve as member for that committee.

e) No Faculty shall serve on more than two Standing Committees during the same academic year. In the event that a member is elected to more than two Committees, that member shall serve on the Personnel and/or 'Aha Kuhina Committees before serving on any other committee. The next highest vote getter for each committee shall serve as member for that committee.

f) Faculty and Staff members who are, for any reason, absent from the University shall have the right to appoint another Faculty or Staff member to vote their proxy in all matters on which they would have the right to vote if personally present. Direct absentee ballots shall be accepted in lieu of proxies.

2. Attendance at Standing Committee Meetings

a) Everyone professionally associated with the Center shall be eligible to attend any Standing and/or Ad Hoc Committee meeting, upon request, for the sole purpose of expressing opinions during an initial period of that meeting reserved especially for such activity.

3. Standing Committee Correspondence

a) Committee Chairs shall be given an opportunity to communicate non-confidential Committee related issues at General Center meetings.

4. Academic Affairs Committee

a) Membership

(1) The Academic Affairs Committee shall be comprised of four Faculty members serving staggered two-year terms.

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(2) Each spring, two new members shall be elected to replace the two members who are about to end their tenures on the Committee. The top two highest vote getters shall be elected to serve as regular members of the Committee for the next two academic years. The next two highest vote getters shall serve as first and second alternate members for the upcoming academic year.

(3) Members may serve successive terms if so elected.

b) Quorum

The quorum for the Academic Affairs Committee shall be seventy-five percent of its members.

c) Committee Chair

(1) The Committee Chair shall be elected from among the members at the first meeting of the Committee.

(2) The Center Director shall not be eligible to serve as Committee Chair.

d) Voting

Full voting rights shall be reserved to the four regular members, including the Committee Chair.

e) Absences

In the event of the absence of a regular Committee member from a meeting, an alternate shall serve in his/her place. In the event that action is required during the summer and a full committee is not able to convene, the Committee Chair shall constitute a *pro temp* committee from all eligible Faculty.

f) In consultation with Faculty and Staff members, the duties and responsibilities of the Academic Affairs Committee shall include, but not be limited:

(1) To develop and implement an assessment program of Hawaiian language courses.

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three elected Representatives.

(2) Each year, a new Faculty member shall be elected as a Representative of Kawaihuelani to the 'Aha Kuhina of Hawai'inuiākea School of Hawaiian Knowledge for a three-year term. The newly elected representative shall replace the representative who is about to complete their tenure on the committee. The highest vote getter shall serve as a regular member of the 'Aha Kuhina Representatives Committee. The next two highest vote getters shall serve as first and second alternate members for that academic year.

b) Committee Chair

The Director shall serve as Committee Chair for meetings convened for the Center 'Aha Kuhina Representatives.

c) Voting

Full voting rights shall be reserved by the four Representatives. When feasible, Representatives shall consult with the Faculty and Staff of the Center before voting.

d) Absences

In the event of the absence of a Representative at a meeting, an alternate shall serve in his/her place.

e) Duties and Responsibilities

(1) To represent the Center at all regular 'Aha Kuhina meetings of Hawai'inuiākea School of Hawaiian Knowledge.

(2) To represent the Center on Standing Committees of the 'Aha Kuhina.

(3) To advise the Dean of Hawai'inuiākea on issues pertaining to the administration of the school, including, but not limited to: budget, curriculum, fundraising, research, grants, organizing conferences, student services, hiring and other personnel matters, except those matters

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defined by the Board of Regents and union contracts.

(4) To communicate with Center Faculty and Staff members on issues pertaining to the School by presenting at General Center Meetings and disseminating agendas and minutes of regular 'Aha Kuhina meetings.

(5) To assist the Director in representing the Center in contacts with the University administration and outside agencies when deemed necessary by the Director.

6. Curriculum Committee

a) Membership

(1) The Curriculum Committee shall be comprised of four Faculty members serving staggered two-year terms.

(2) Each spring, two new members shall be elected to replace the two members who are about to end their tenures on the Committee. The top two highest vote getters shall be elected to serve as regular members of the Committee for the next two academic years. The next two highest vote getters shall serve as first and second alternate members for the upcoming academic year.

(3) Members may serve successive terms if so elected.

(4) In cases where a Faculty member of professorial rank is not elected by the Center to serve on this committee, the Graduate Chair shall serve as an *ex officio* member of the committee. The Graduate Chair shall attend all meetings to ensure that the perspectives of the graduate Faculty are represented.

b) Quorum

The quorum for the Curriculum Committee shall be seventy-five percent of its members.

c) Committee Chair

(1) The Committee Chair shall be elected from among the members at the first meeting of the Committee.

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(2) The Director shall not be eligible to serve as Committee Chair.

d) Voting

Full voting rights shall be reserved to the four regular members, including the Committee Chair.

e) Absences

In the event of the absence of a regular Committee member or the Graduate Chair from a meeting, (s)he shall consult with the Committee Chair prior to his/her absence so that the Chair can offer his/her perspective(s) during the meeting. In the event that curriculum action is required during the summer and a full committee is not able to convene, the Committee Chair shall constitute a *pro temp* committee from all eligible Faculty.

f) Duties and responsibilities

(1) The Curriculum Committee shall, in consultation with all interested members of the Center:

(a) formulate, in consultation with the Center Director, long-term plans for the academic development of the Center and submit these to the Center as a whole for discussion.

(b) coordinate the development of undergraduate programs in consultation with the Center Director, and work with the members of the graduate Faculty in developing graduate programs. Any programs formulated shall be submitted to the Center as a whole for discussion.

(c) recommend to the Director, in consultation with the relevant Faculty members proposals from members of the Center for the introduction of new Hawaiian Language courses by the deadline set forth by the School Curriculum Committee.

(d) consider and recommend to the Director the allocation of new positions.

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(e) make a final review of each semester's schedule of classes to ensure consistency and accuracy of class times, credit hours and faculty workload, and submit schedule to Center's Director for approval and implementation.

(f) review, in consultation with Director, course syllabi submitted by instructional faculty at the beginning of every semester.

7. Department Personnel Committee

Please see Section VI of this document for PERSONNEL POLICIES AND PROCEDURES FOR CONTRACT RENEWAL, TENURE, AND PROMOTION

8. Graduate Faculty Committee

a) Membership

All tenure-track and/or tenured Center Graduate Faculty shall serve on the Graduate Faculty Committee.

b) Duties

(1) To advise the Graduate Chair on graduate program matters.

(2) To review and evaluate graduate applications to determine which students shall be admitted into the Center's graduate program.

C. Ad Hoc Committees

1. Formation of Ad Hoc Committees

Ad Hoc committees shall be created, as the need arises, to handle specific matters lying outside the responsibility of existing Center instrumentalities.

2. Eligibility to Attend

All Faculty and Staff of the Center shall be eligible to attend Center

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Ad Hoc meetings and shall be entitled to serve, with full voting privileges.

3. Ad Hoc Committee Correspondence

- a) Committee Chairs shall be given an opportunity to communicate non-confidential Committee related issues at General Center meetings.

VI. PERSONNEL POLICIES AND PROCEDURES FOR CONTRACT RENEWAL, TENURE, AND PROMOTION

A. General Statement

The policies and procedures set forth here were developed to ensure a transparent, comprehensible, and impartial process for dealing with matters relating to contract renewal, tenure, and promotion. It is understood that all policies and procedures must be consistent with the University of Hawai'i at Mānoa tenure and promotion policy as well as the Collective Bargaining Agreement between the University of Hawai'i and the University of Hawai'i Professional Assembly.

The current minimum requirements for departmental procedures are that they 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 tenure or contract renewal of another faculty member; and (c) allowing only faculty members of equal or higher rank to vote on applications for promotions; and (d) procedures for orderly review of dossiers at the Department level.

B. Guidelines for the Operations of the Department Personnel Committee (DPC)

1. Eligibility

- a) All tenured faculty members, with the exception of the Director, are eligible for membership on the DPC.
- b) Tenured faculty members under consideration for promotion may not serve on the DPC.
- c) Service on the DPC is a faculty obligation; faculty members may under extenuating circumstances, seek permission from the

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Director to have their names removed from the list of those eligible for election. Such permission should be sought in writing.

2. Composition of the DPC

a) The DPC shall be composed of five tenured faculty elected by a secret vote of the tenured and tenure-track faculty in the spring semester. The votes shall be tallied by the Director and the Director's Assistant/Center Secretary.

b) The Director shall be responsible for convening the first DPC meeting of the academic year in a timely manner. The DPC Chair shall be elected from among the DPC members internal to Kawaihuelani at the first DPC meeting.

c) When fewer than five (5) eligible tenured Kawaihuelani faculty members are eligible to serve on the DPC, the Dean, in consultation with the Director, shall generate a list of possible DPC members from related disciplines. Applicants for tenure and/or promotion shall have an opportunity to review the list. Applicants may request the removal of names at that time. Once agreement is reached on outside members, the Dean shall contact the nominated outside members and ask them to serve.

d) In cases where Specialist faculty are being considered for contract renewal, tenure, or promotion, at least one member of the DPC shall be a tenured Specialist whose rank is equal to or greater than the rank of the applicant.

e) Faculty for whom there will be personnel actions in the coming year shall have the right to exclude participation of no more than two Center members where the faculty member believes that a conflict exists that would prevent the faculty member's fair evaluation of a tenure and/or promotion application.

f) The 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/or promotion applications.

3. Term of Office

a) Members of the DPC shall be elected for one year. Members

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may be elected to subsequent terms of service on the DPC. The DPC Chair shall be elected for one full year and may also serve successive terms if so elected.

4. Replacement of DPC Members

a) When a member of the Committee must be replaced before the end of that member's term, replacement shall be accomplished by special election by a secret vote of the tenured and tenure-track faculty.

b) The replacement shall complete the outgoing member's remaining term of office.

5. Quorum

a) The quorum for the DPC shall be eighty percent of its members.

6. Voting

a) The final votes on all personnel actions shall be made by secret ballot.

b) Members of the Committee whose cases, spouses' cases, immediate family's cases, or domicile relations' cases, are under general discussion, shall excuse themselves from the discussion and voting.

c) Only faculty members of equal or higher rank shall vote on applications for promotion.

7. General Duties and Responsibilities of the Departmental Personnel Committee

a) The DPC shall review applications for contract renewals, limited-term appointments, and extensions of probationary period, tenure, and promotion separately from the Director. The DPC shall consider the evidence provided by the applicant, provide a written assessment of the strengths and weaknesses of the applicant, append a recommendation if it so desires, and transmit the dossier to the Director. Recommendations for the personnel action shall be based upon the assessment of the DPC.

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- b) The DPC shall select a DPC member, generally the DPC chair, to meet with each applicant at the conclusion of the DPC deliberations and to provide each applicant with a copy of the written evaluation and recommendation of the DPC, including the outcome of the DPC vote. The applicant is required to sign an acknowledgment that these steps have been taken.
- c) DPC members are expected to be thoroughly familiar with Center, School and University policies and procedures relating to contract renewal, tenure, and promotion.
- d) The DPC shall preserve the confidentiality of all deliberations and actions of the DPC relating to specific faculty personnel actions.
- e) The DPC shall select the standard questions that appear on all Kawaihuelani Center for Hawaiian language eCafé course evaluations. Instructional faculty shall have the option to select supplemental questions for their own courses. While participation in eCafé as a specific system of evaluation is voluntary, faculty members are required to provide summaries of student evaluations.

8. Responsibilities of Director Regarding Personnel Actions

- a) The Dean's office, in consultation with the Director, shall compile a list of faculty due for a contract renewal, tenure, and/or promotion actions. The Director shall notify faculty who are due for contract renewal, tenure and/or promotion, and periodic review actions. With appropriate waivers, any member of the faculty may submit his/her own name for early tenure and/or promotion consideration or extension.
- b) The Director shall notify applicants of contract renewal, tenure, promotion, and periodic review deadlines.
- c) The Director shall ensure that new faculty members receive a copy of 1) the section of the Collective Bargaining Agreement between the University of Hawai'i and the University of Hawai'i Professional Assembly that refers to Department or Division Procedures Governing Tenure, Promotion, and Contract Renewal, 2) the most current University of Hawai'i at Mānoa Criteria and Guidelines for Faculty Tenure/Promotion Application, and 3) the Personnel Policies and Procedures for Contract Renewal, Tenure,

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and Promotion section of Kawaihuelani Center for Hawaiian Language's Bylaws in a timely manner. In the case of contract renewal, applicants shall also receive Kawaihuelani Center for Hawaiian Language's Contract Renewal Dossier Guidelines. The Director shall forward all other relevant documents received from the Dean and/or School Personnel Officer relating to contract renewal, tenure and promotion to new faculty and applicants as soon as they are available.

d) The Director shall conduct his/her own independent assessment of applicants for contract renewal, tenure, promotion and periodic review. The Director shall take the application materials submitted by the faculty member as well as the assessment and recommendation of the DPC into consideration. Upon receipt of the written assessment and recommendation from the DPC, the Director shall make an assessment of the applicant and include with the form his/her written recommendation. In the case of periodic review, only the Director, not the DPC reviews the dossier.

e) The Director shall meet with each applicant to discuss the Director's assessment and recommendation. The Director shall provide each applicant with a copy of his/her written evaluation and recommendation. The applicant shall sign an acknowledgment that this meeting has occurred.

f) The Director shall forward the recommendation form signed by the applicant, DPC Chair, and Director along with the written assessments and recommendations of the Director and DPC to the Dean of Hawai'i inuiākea. In the case of periodic review, the Director shall forward the recommendation form signed by the applicant and Director along with the written assessment and recommendation of the Director to the Dean of Hawai'i inuiākea.

9. Review and Revision of Personnel Policies

a) The Personnel Policies and Procedures set out in the Personnel Policies and Procedures for Contract Renewal, Tenure and/or Promotion, and Periodic Review shall be subject to annual review by the DPC.

b) Tenured and tenure-track faculty shall vote by secret ballot whether or not to ratify the amendments proposed by the DPC.

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c) If the majority of ballots received are in favor of the proposed amendments, the Director shall submit the revised document to the UHM Chancellor and UHPA through the Dean of Hawaiʻinuiākea. Upon receiving notice of approval, the Director shall provide copies of the revised Personnel Policies and Procedures for Contract Renewal, Tenure and Promotion to all faculty within a reasonable time of its revision.

C. Guidelines for Dealing with Contract Renewal Applications

1. The Director and DPC responsibilities with regard to contract renewal applications

a) Upon receiving notification from the Dean's office, the Director shall inform the DPC as to which members of the Center are required to submit applications for contract renewal that year.

b) The Director, DPC Chair, and Personnel and/or Fiscal Officer shall meet with all contract renewal applicants to discuss application procedures and to communicate application deadlines.

c) The reappointment recommendation form for each contract renewal applicant is initiated by the Director, who then passes it on to the DPC Chair to include the DPC's written assessment and recommendation.

d) The Director shall provide each DPC member with a copy of 1) the section of the University of Hawaiʻi Professional Assembly's current contract that refers to Department or Division Procedures Governing Tenure, Promotion, and Contract Renewal, 2) the most current University of Hawaiʻi at Mānoa Criteria and Guidelines for Faculty Tenure/Promotion Application, 3) the Personnel Policies and Procedures for Contract Renewal, Tenure, and Promotion section of Kawaihuelani Center for Hawaiian Language's Bylaws, and 4) Kawaihuelani Center for Hawaiian Language's Contract Renewal Dossier Guidelines in a timely manner.

e) The DPC shall meet to discuss and assess each applicant's application and to compose a written evaluation of the applicant's contributions in (1) the areas of teaching, research and service for Instructional (I) faculty, or (2) the areas of professional activities, scholarly activities, and service as they

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relate to the specifics of the job description for Specialist (S) faculty. The evaluation shall provide details of the faculty member's performance in each of these areas.

f) Each of the five members of the DPC, after an open discussion of the applicant's strengths and weaknesses, shall vote by secret ballot to approve or deny the application. Members may abstain and abstentions shall be counted.

g) The DPC evaluation shall include a recommendation for renewal or non-renewal of the applicant's contract.

h) The DPC Chair then meets with the applicant to communicate the evaluation and recommendation of the DPC, provides the applicant a written assessment of the strengths and weaknesses of the applicant, obtains the applicant's signed acknowledgment, and returns the reappointment recommendation form to the Director.

i) The Director makes a written assessment of the applicant and includes a written recommendation for either renewal or non-renewal of contract. The Director then meets the applicant, communicates his/her assessment and recommendation, provides the applicant a written assessment of the strengths and weaknesses of the applicant, and obtains the applicant's signature. The reappointment recommendation form is then forwarded to the Dean of Hawai'i inuiākea.

j) All personnel related discussions within the DPC and the contents of all dossiers shall be kept confidential.

D. Guidelines for Dealing with Tenure & Promotion Applications

The purpose of the DPC review of tenure and promotion applications is to read each applicant's document and other related materials (e.g., teaching evaluations, research papers, service records), assess the applicant's performance in the areas of teaching, scholarship and service (I faculty), and the areas of professional activities, scholarly activities, and service as they relate to the specifics of their job description (S faculty). The DPC then provides a written assessment of the applicant providing details of strengths and weaknesses in each of the areas based on criteria outlined in Section VII and/or criteria specified in the applicant's job description.

1. External reviews

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a) The Center's policy for external reviews must meet the most recent UHM Criteria and Guidelines For Faculty Tenure/Promotion Application.

b) The applicant shall provide the Director in writing three to five names, addresses, email addresses and phone numbers of respected scholars in the applicant's field who are not faculty in the University of Hawai'i at Mānoa. In circumstances where the applicant works in a field that is almost exclusive to the University of Hawai'i system, applicants may add additional qualified reviewers from the UH system. If possible, lists should be sent to the Director no later than June 1 of the year in which application is made. Applicants should not contact possible evaluators. An evaluator should hold at least the rank to which the applicant is applying. The Director in consultation with the Chair of the DPC shall secure letters from 2-3 of the people identified by the applicant and a comparable number of letters from known scholars proposed by the Center who can evaluate the applicant's work. External referees should *not* be professionals with whom the applicant has a close working relationship. When external reviewers agree to serve, the DPC Chair sends the external reviewers the applicant's curriculum vita, reprints of major publications selected by the applicant, and a copy of the UHM Criteria and Guidelines For Faculty Tenure/Promotion Application. In the case of Specialist (S) faculty applicants, the DPC Chair sends the external reviewers the applicant's curriculum vitae, brief narrative statement highlighting the applicant's major contributions in the three UHM categories (i.e., professional, scholarly, service) as they relate to their job description, and a copy of the UHM Criteria and Guidelines For Faculty Tenure/Promotion Application. In a letter accompanying the materials, the Chair states that the Center is requesting the external referee's professional review. It is then the obligation of the Director to secure the evaluations.

2. Evaluation of Applicant by the DPC

a) The DPC Chair, in accordance with existing University guidelines, may circulate a list of tenure and promotion actions before the DPC to all members of the Center who may then submit their own unsolicited opinions on these actions to the DPC Chair. The DPC Chair shall provide the applicant with copies of unsolicited statements.

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b) It is expected that DPC members shall exercise judgment on professional objective grounds such as academic qualifications, scholarship, teaching ability, professional standing, research and evaluation, writing, publications and presentation of papers or reports, program development, professional development, administrative contributions, and service to the University and broader community. Based on the application materials submitted to the DPC by the applicant and the external evaluations, the DPC shall evaluate the applicant's tenure and/or promotion application, and shall append a recommendation together with a written evaluation.

c) All personnel related discussions within the DPC and the contents of all dossiers shall be kept confidential.

3. Voting

a) All members of the DPC may participate in full discussion of each applicant, but only those members of the committee who hold an equivalent or higher rank to that sought by the applicant shall vote by secret ballot to approve or deny the application.

b) Members may abstain and abstentions shall be included in the tally.

4. Communicating the results of the vote

a) The DPC Chair shall communicate the results of the vote (including the number of positive, negative and abstaining votes) to the applicant.

b) A written summary of the Committee's judgment shall be shown to the applicant by the DPC Chair and attached to the applicant's documents.

c) The DPC Chair then meets the applicant, communicates the DPC's assessment and recommendation and obtains the applicant's signature.

d) A copy of the written assessment and the results of the vote shall be sent to the Director.

e) The Director makes an independent assessment of the applicant's documents, appends a summary and a

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recommendation to the applicant's documents.

f) The Director then meets the applicant, communicates his/her assessment and recommendation and obtains the applicant's signature.

g) The Director then forwards the application document and appended recommendations and summaries to the Dean.

h) It is the Dean's responsibility to review the dossier, including the recommendations and summaries from both the DPC and Director, and other reviews as appropriate. The Dean should notify the candidate of his/her recommendation, and the reasons for that recommendation, in writing. The Dean's assessment and recommendation shall be transmitted along with the dossier to the appropriate TPRC.

i) Candidates have an opportunity to address comments, suggestions, and feedback from the DPC, Director, and/or Dean by making revisions/amendments to their dossier/tenure application at any time before it is forwarded to the OVCAA and TPRC.

E. Guidelines to Applicants for the Preparation of Personnel Documents

1. General

a) It is the responsibility of the applicant to make him/herself familiar with these guidelines.

b) Applicants shall submit their application by the announced deadlines.

c) Applicants are strongly advised to attend the University Informational Meetings in the years in which they are applying for personnel action.

2. Contract Renewal

a) Applications for contract renewal shall represent a cumulative record of (1) the applicant's teaching, research, and service activities for Instructional (I) Faculty, or (2) the applicant's professional, scholarly, and service activities for Specialist (S)

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Faculty, as they relate to the specifics of his/her job description.

b) Applicants should refer to: 1) the section of the University of Hawai'i Professional Assembly's current contract that refers to Department or Division Procedures Governing Tenure, Promotion, and Contract Renewal, 2) the Personnel Policies and Procedures for Contract Renewal, Tenure, and Promotion section of Kawaihuelani Center for Hawaiian Language's Bylaws, and 3) Kawaihuelani Center for Hawaiian Language's Contract Renewal Dossier Guidelines when preparing their renewal application and narrative.

c) Applicants shall submit an original and five copies of their contract renewal dossier to Kawaihuelani's Fiscal Officer by the announced deadline. Unless electronic copies are requested by the DPC or Director, applicants should submit hardcopies of their contract renewal dossiers.

d) Probationary Faculty

(1) Applications for Contract Renewal should represent an applicant's cumulative record of teaching, scholarship and service activities for Instructional (I) Faculty or the applicant's professional, scholarly, and service activities for Specialist (S) Faculty, as they relate to the specifics of their job description. The aim should be to develop a dossier that can eventually be used for tenure and promotion applications.

(2) No recommendation for renewal or non-renewal is made in the case of tenure-track faculty in the first and third years of their probationary service. Should tenure-track faculty in this circumstance request such a review, both the DPC and the Director shall provide it without making any recommendation. The reviews of the DPC and the Director shall be discussed with the applicant.

(3) Tenure-track faculty in the second, fourth and subsequent years of their probationary service are currently required to submit an application for contract renewal.

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e) Limited-Term Appointments

(1) Applications should represent an applicant's cumulative record of teaching, scholarship and service activities for Instructional (I) Faculty or the applicant's professional, scholarly, and service activities for Specialist (S) Faculty, as they relate to the specifics of their job description. The aim should be to develop a dossier that can eventually be used for tenure and promotion applications.

(2) Limited-Term Appointments are reviewed in years 2, 3, 4, and 5 for their first 5 years of appointment in their position.

(3) Faculty on Limited-Term Appointments are eligible for a 3 year contract after their initial 5 years of review.

3. Tenure and Promotion Applicants

a) Applicants are responsible for supplying the names, addresses and telephone numbers of three to five potential external reviewers to the Director no later than June 1 of the year of application if possible. The applicant should not contact the people on this list.

b) Applicants are encouraged to prepare and submit their documents well in advance of University deadlines.

c) Applicants should understand that the DPC uses many kinds of evidence in its efforts to assess quality and potential with accuracy and fairness. In addition to reading the materials submitted, the DPC also considers such matters as the reputation of a book's or article's publisher, the nature of any reviews or extramural evaluations, relative contributions of the applicants to co-authored or collaborative projects, and the scope and originality of a project. Decisions are not made on the basis of any merely quantitative standard, and applicants are encouraged to choose projects that reveal their originality and potential. Applications for extra- and intra-mural grants receive consideration. The DPC recognizes and evaluates publications prior to hire, but a major concern, particularly in tenure cases for I-3 applicants, must be for scholarship completed or in progress since hire as I-3 at the University.

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d) Instructional (I) faculty applicants should understand that, in general, original scholarship such as, but not limited to: books and major articles in refereed journals count more strongly in a tenure or promotion case than the editing of collections or editions of articles by other scholars, or a large number of notes, reference entries, or journalistic pieces. Original scholarship, especially for Specialist Faculty members, may also include, but is not limited to, the research and development of new curriculum materials and resources and the development and administration of new programs that support the teaching, research, curriculum development, and service of the Center, and program evaluation/assessment activities. Applicants should recall that, especially in tenure cases, the DPC seeks to evaluate the potential of each applicant to participate actively in appropriate Center programs, at both the undergraduate and graduate levels.

e) The DPC shall also consider contributions to teaching outside of the classroom; development of new courses; applications for grants; management and administration of grant funds and programs; initiation of programs for support of teaching, research, curriculum development, and service; innovative teaching as well as curriculum development and implementation practices; program evaluation/assessment activities; ability to work collegially with others; direct client service such as, but not limited to: conducting workshops which that relate to teaching or curriculum development and implementation; participating in teacher training programs for new colleagues or teaching assistants; Directed Readings; service on the thesis committees and graduate examination committees; the administration of the Center; etc.

4. Periodic Review

a) Eligible faculty shall be evaluated according to the annually revised document *Procedures for Evaluation of Faculty at UH Mānoa* and are expected to continue to meet UH and Department criteria at the appropriate rank.

b) The Director shall advise all faculty who are due for evaluation to submit an up-to-date curriculum vitae, resume, or other "academic profile" appropriate for their field of endeavor.

c) The Director shall review the record made available for each faculty member scheduled for evaluation. When the Director is

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scheduled for review, the Chair of the DPC shall conduct the review of the Director.

d) The Director shall consider the Instructional (I) faculty member's professional contributions in the areas of teaching, research, and service when determining whether or not the faculty member meets the reasonable expectations of tenured faculty. The Director shall consider the Specialist (S) faculty member's contributions in the areas of professional, scholarly, and service activities as they relate to the specifics of his/her job description. The Director shall also consider contributions to teaching outside of the classroom; development of new courses; applications for grants; management and administration of grant funds and programs; initiation of programs for support of teaching, research, curriculum development, and service; innovative teaching as well as curriculum development and implementation practices; program evaluation/assessment activities; ability to work collegially with others; direct client service such as, but not limited to: conducting workshops which that relate to teaching or curriculum development and implementation; participating in teacher training programs for new colleagues or teaching assistants; Directed Readings; service on the thesis committees and graduate examination committees; the administration of the Center; etc.

e) When the Director determines that the professional activities of a faculty member being evaluated meet reasonable expectations as established by the faculty of the Center, (s)he shall so inform the faculty member and the Dean, and the review is concluded.

When the Director determines that the professional activities of a faculty member being evaluated do not meet the reasonable expectations as agreed to by faculty of the department, the Director shall specify in writing the deficiencies that have been identified. If the faculty member does not contest the assessment of the Director, the faculty member shall sign that he/she agrees with the statement of deficiencies. The faculty member, the Director, and the Dean shall confer to create a Professional Development Plan which addresses the deficiencies that have been identified and a time frame for implementing the plan. The final plan shall be in writing and signed by the faculty member, Director, and the Dean. The Dean, in consultation with the Director and the faculty member, shall conduct an annual review

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of the progress on the plan until such time as the deficiencies have been resolved.

VII. CRITERIA FOR INSTRUCTIONAL (I) FACULTY PERSONNEL ACTIONS (Contract Renewal, Tenure and/or Promotion, and Periodic Review

A. General Statement

Instructional (I) Faculty shall be assessed on his/her contributions in the areas of teaching, research, and service. See Kawaihuelani's Contract Renewal Dossier Guidelines (Instructional Limited Term and Instructional Probationary); Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa; and Procedures for Evaluation of Faculty at UH Mānoa as appropriate for more specific information about criteria and required documentation.

1. Teaching

a) Definitions and procedures

(1) The Department regards the quality of an applicant's field or campus-based teaching as a major indicator of his/her contribution to the mission of the Center, School, and University.

(2) It is the applicant's responsibility to document his/her teaching effectiveness.

(3) The Center encourages multiple forms of evaluation of teaching. Supporting evidence may include: the applicant's reflection on his/her teaching philosophy, pedagogic practices and their effectiveness; student evaluations; peer observations of the applicant's teaching; course materials, and descriptions of other contributions to the teaching mission of the school in the form of new courses and programs. These materials can become the basis of a portfolio that provides a developmental record and assessment of the applicant's growth and the quality of his/her teaching.

b) Evaluations

(1) Members of faculty have a responsibility to show that they are seeking and using evaluations from students for each course taught.

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(2) When faculty members are being reviewed, they shall provide all teaching evaluations (inclusive of all pages) for all courses and all semesters taught since their last review (e.g., contract renewal).

(3) While eCafe evaluations are required by the Center for all Hawaiian language courses taught, applicants may use additional forms of evaluation that both assist the applicant in improving instruction and document teaching effectiveness.

c) Teaching Materials

(1) Applicants shall provide members of the DPC with the following materials:

(a) List of courses taught each year (including summer school) and enrollment data

(b) Syllabi for courses taught

2. Research

a) The faculty member must have demonstrated a level of scholarly achievement appropriate to the rank at which tenure is sought in comparison with peers active in the same discipline. The comparison peer group consists not only of departmental colleagues, but also of the whole of the appropriate community of scholars active at Major research universities. For the Assistant Professor seeking tenure as an Associate Professor, the applicant should be well on the way to becoming an established scholar in his or her discipline. The Associate Professor seeking tenure should be an established scholar whose scholarly contributions and recognition during the probation period reflect this stature. The full Professor must be among the leaders in the scholarly discipline. In general, publication in a form that involves review by independent referees is of first importance in establishing scholarly achievement. Other means by which scholarly and creative contributions to the discipline are reviewed, utilized and evaluated by peers outside the University are also important. A more detailed listing of the criteria that shall be used at each rank may be found in the promotion criteria and the statement of minimum qualifications. (See Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa.)

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b) Collaborative research among university faculty and school personnel is highly valued by the Center. The significance of such work within the discipline or field should be described to assist the review. Both 1) the proportion of time among given tasks and functions in research and/or writing and 2) the total proportion of time and effort in the research or publication should be described to aid the review process. Co-author or researcher concurrence or an independent report on such contributions is needed to aid in review. (See Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa.

c) The applicant is responsible to document his/her scholarship.

B. Service

Service is defined as participation in the academic affairs of the University, general education community, and the profession in general. Such efforts, paid and unpaid, which employ professional competence for the benefit of the Institution, the good of the community and/or the advancement of the profession shall be considered as support for both promotion and tenure. The Department regards the quality of an applicant's service as an important indicator of his/her contribution to the mission of the department, college, university, schools, community and profession. (See Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa.)

VIII. CRITERIA FOR SPECIALIST (S) FACULTY PERSONNEL ACTIONS

A. General Statement

Specialist (S) Faculty shall be assessed on his/her contributions in the areas of professional, scholarly, and service activities as they relate to the specifics of his/her job description and University of Hawai'i at Mānoa criteria for tenure and promotion for Specialists. Specific activities may vary greatly from faculty member to faculty member depending on his/her area of specialization and job description. It is also important to note that activities will also vary for individual specialists from semester to semester. The activities engaged in by specialist faculty may include but are not limited to the sample activities listed below. The lists are by no means exhaustive in depth and breadth and not all specialist faculty will be involved in every type of activity listed here. For more information regarding the scope of responsibilities of UHM Specialist (S) faculty, see *Appendix B, Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa*. Also see Kawaihuelani's Contract Renewal Dossier Guidelines for Non-Instructional Faculty for more specific information about criteria and required documentation; Criteria and Guidelines for Faculty

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Tenure/Promotion Application, University of Hawai'i at Mānoa; and
Procedures for Evaluation of Faculty at UH Mānoa as appropriate.

1. Professional Activities: Specialist faculty engage in a variety of professional activities focused on providing support for academic and research success as well as for facilitating the overall mission of the university or the unit to which they are assigned. Professional activities encompass a broad spectrum ranging from administrative duties, to sensitive and efficient response to changing client need to program development and delivery of direct client services.

a) Administration

b) Program/Project Development

c) Direct Client Service

Evidence of achievement in this area may come from but are not limited to these possible examples of professional activities:

- Administering, supervising, and/or coordinating programs
- Developing, revising, and/or implementing policies and procedures
- Developing new programs
- Strategic planning
- Fiscal and or financial budgeting and management
- Conducting developmental workshop, seminars, or lectures
- Providing leadership in departmental projects and pursuits
- Developing new courses/teaching courses
- Advising students

2. Scholarly Activities: Specialist faculty utilize research and evaluation to ensure that programs and services are relevant and that they are meeting student, institutional and client need. As needs change, this function allows a sensitive response and provides the basis for modification and change. In addition, specialist faculty keep current with developments in the field of specialization, improve and enhance skills and techniques, and continuously expand basic knowledge in order to better serve students, the institution, and the community. Specialist faculty are generally not required to conduct research and publish in refereed and other journals like instructional faculty. However, traditional research and publication activities are not precluded from the list of possible scholarly activities.

a) Research/Evaluation

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b) Professional Development

Evidence of achievement in this area may come from but are not limited to these possible examples of scholarly activities:

- Assessment/Evaluation
- Curriculum Development and Implementation
- Presentations
- Grants/Awards
- Publications
- Other Scholarly Activities (e.g., serving on an editorial board; obtaining national recognition for professional accomplishments; serving on theses or dissertation committees; formal review of scholarly pieces for internal and external clients)
- Professional development activities (e.g., attending workshops/conferences/seminars, studying for/completing requirements for advanced degree, active membership and participation in professional associations)

3. **Service Activities:** Service refers to a very broad spectrum of activities, which is a significant portion of the specialist faculty role. Service activities include those that have to do with the internal organization of the university itself; those activities having to do with the professional bodies which provide the faculty specialist with professional identity and status; and activities which normally occur outside the institution itself and are related to the faculty member's professional expertise and/or responsibilities.

a) University Service (Center, School, Campus, System)

b) Professional Service and Special Assignments

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- c) Community Service (Relevant to your professional training and field of specialization)

4. **Evaluation:** The applicant is responsible to document, describe, and self-reflect on his/her achievements in the three areas described above, show their value to the university, community, and profession or field, and provide actual examples of the work when appropriate. The following shall be taken into consideration when evaluating the quality of a specialist's professional, scholarly, and service endeavors:

- a) Alignment with the faculty member's job description;
- b) Alignment with the overall mission of the university and unit to which they are assigned;
- c) Contributions to the success of the university and unit to which they are assigned, the field of Hawaiian language and knowledge, and the broader community;
- d) A level of achievement appropriate to the rank at which tenure and/or promotion is sought in comparison with peers active in the same discipline.
- e) Solicited and unsolicited comments and feedback provided by participants (faculty, staff, students, community members) in programs administered, developed, implemented, coordinated, and/or conducted by the specialist faculty member;
- f) Solicited and unsolicited comments and feedback provided by users (faculty, staff, students, community members) of curriculum resources, programmatic materials, internal and external reports, policy documents, and other educational or scholarly products researched, developed, composed, implemented, and/or evaluated by the specialist faculty member;
- g) Solicited and unsolicited comments and feedback provided by those who the specialist faculty member collaborated or partnered with on a professional, scholarly, or service related project;
- h) Evidence that (s)he is seeking and using comments and feedback from participants in, users of, and

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collaborators/partners on his/her work for the further improvement, expansion, and development of future work.

IX. SPECIAL ELECTIONS

A. Convening of Special Elections

1. Special Elections may be held for important and/or urgent Center issues, as deemed necessary by the Director or at least one third of the Center's Faculty and Staff.
2. Special Elections may be conducted by secret ballot at the request of the Director or at least one third of the Center's Faculty and Staff.
3. In the event that an individual on leave is serving as Director or holding another Administrative Post, a Special Election shall be held to appoint an Interim Administrator for the length of the Administrator's leave.
4. Special Elections shall be held to fill vacancies on Standing Committees.
5. A Center member who is, for any reason, absent from the University shall have the right to appoint, in writing, another voting Center member to vote his/her proxy in all matters on which (s)he would have the right to vote if personally present. Direct absentee ballots may also be accepted.

X. FACULTY ON LEAVE OF ABSENCE

A. Voting Rights

Members of the Faculty who are on leave of absence shall retain all rights of attendance and of voting to which they are entitled when serving actively in the Center, except while on leave they shall not be eligible to serve on the Academic Affairs, 'Aha Kuhina, Curriculum, Graduate Faculty, and Personnel Committees, nor to hold any administrative position within the Center, such as Director or Graduate Chair. Faculty on leave who cannot be personally present at the University shall have the right to appoint a proxy. Direct absentee ballots may also be accepted.

B. Eligibility to Serve on Standing Committees or Administrative Posts

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1. Those who plan to be on leave shall not be eligible to serve on to Standing Committees or Administrative Posts for the duration of their leave.
2. In the event that an individual on leave is elected to a Standing Committee, the next highest vote getter of that committee shall fill the vacancy while the higher vote getter is on leave.
3. In the event that an individual on leave is serving as Director or holding another Administrative Post, a Special Election shall be held to appoint an Interim Administrator for the length of the Administrator's leave.
4. Summer absence shall not be deemed leave of absence for purposes of this section.

XI. ARTICULATION

A. General

1. While the Center acknowledges that Academic Freedom allows for healthy growth and synergy in the classroom and curriculum development, instructional Faculty members shall prepare their students for subsequent levels of Hawaiian Language by ensuring that all students are taught the same fundamental material.
2. Instructional Faculty and Staff members may use textbooks of their choice and/or prepare their own handouts, however Faculty and Staff members are responsible for teaching students the required material for the course.
3. Ad Hoc committees shall be formed to address articulation issues for the first through fourth levels of Hawaiian.

B. HAW 101

Faculty shall adhere to the Articulation guidelines for HAW 101. (See "MAN Kawaihuelani" site in Laulima)

C. HAW 102

Faculty shall adhere to the Articulation guidelines for HAW102. (See "MAN Kawaihuelani" site in Laulima)

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D. HAW 201

Faculty shall adhere to the Articulation guidelines for HAW 201. (See
"MAN Kawaihuelani" site in Lulima)

E. HAW 202

Faculty shall adhere to the Articulation guidelines for HAW 202. (See
"MAN Kawaihuelani" site in Lulima)

F. HAW 301

1. Faculty shall adhere to the Articulation guidelines for HAW 301. (See
"MAN Kawaihuelani" site in Lulima)
2. Third-level Hawaiian Language classes shall be conducted solely in
Hawaiian as is consistent with the course description in the UH Course
Catalog.

G. HAW 302

1. Faculty shall adhere to the Articulation guidelines for HAW 302. (See
"MAN Kawaihuelani" site in Lulima)
2. Third-level Hawaiian Language classes shall be conducted solely in
Hawaiian as is consistent with the course description in the UH Course
Catalog.

H. HAW 401

1. Faculty shall adhere to the Articulation guidelines for HAW 401 once
they are made available.
2. Fourth-level Hawaiian Language classes shall be conducted solely in
Hawaiian as is consistent with the course description in the UH Course
Catalog.

I. HAW 402

1. Faculty shall adhere to the Articulation guidelines for HAW 402 once
they are made available.
2. Fourth-level Hawaiian Language classes shall be conducted solely in

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Hawaiian as is consistent with the course description in the UH Course Catalog.

XII. CLASS SCHEDULES AND COURSE ASSIGNMENTS

A. Responsibilities of the Director

1. The Director shall provide Instructional Faculty with the opportunity to state their teaching preferences each semester.
2. The Director shall finalize all Hawaiian language class schedules each semester, including those courses taught via Outreach. When creating course schedules, the Director shall weigh many factors including:
 - a) Student demand and prior course enrollments
 - b) Programmatic needs of the Center
 - c) Faculty seniority
 - d) Scheduling needs of Faculty enrolled in advanced degree programs
 - e) Faculty areas of expertise (e.g., prior teaching experience, academic degree(s) held by Faculty)
 - f) Teaching evaluations (e.g., student evaluations, peer/senior faculty evaluations)
 - g) Center and School budget
3. The final assignment of courses shall be left to the discretion of the Director.
4. In the event a class is cancelled, the schedule shall be rearranged at the discretion of the Director.

B. Responsibilities of Instructional Faculty

1. All Instructional Faculty shall state their teaching preferences to the Director by the announced deadline each semester.
2. All Instructional Faculty shall ensure that their eCafé teaching

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evaluations are made available to the Department Personnel Committee upon request.

XIII. FACULTY AND STAFF HANDBOOK

A. Compliance with Handbook

1. All Faculty and Staff shall abide by the Center's Faculty and Staff Handbook.
2. Failure to comply with the Faculty and Staff handbook may lead to disciplinary action as severe as termination.

B. Amendment Proposals

1. Amendments to the Faculty and Staff Handbook may be proposed by any member of the Center for consideration at any Center meeting.
2. All amendments shall be circulated in writing no less than one week prior to said meeting, and passage of such amendments shall be by a majority³ vote of those Center members entitled to vote for Standing Committees.

XIV. AMENDMENTS

A. Amendment Proposals

1. Amendments to the Center Bylaws may be proposed by any member of the Center for consideration at any Center meeting.
2. All amendments shall be circulated in writing no less than one week prior to said meeting, and passage of such amendments shall be by a majority vote of those Center members entitled to vote for Standing Committees.

B. Amendments Due to Conflicts with University and/or Union Policies

In the event that items in the Kawaihuelani Center for Hawaiian Language's Bylaws conflict with Board of Regent's and/or University of Hawai'i Professional Assembly's policies, the Kawaihuelani Center for Hawaiian Language's Bylaws shall be revised and amended to adhere to Board of Regent's and University of Hawai'i Professional Assembly's

³ Majority shall be defined as more than fifty percent.

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regulations.