

APPROVED:

James D. Kandelash 10/25/2018
UHPA Date

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Maui Chancellor's Office 10/25/18
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PROCEDURES AND POLICIES FOR PERSONNEL DECISIONS
DEPARTMENT OF MATHEMATICS

Approved by the faculty on October 5, 2018

The Department of Mathematics maintains a Department Personnel Committee consisting of five tenured members who are elected by the Department faculty by secret ballot for two-year, staggered terms. The details are in the department's "Guidelines for Personnel Committee Elections" document.

In cases of tenure and promotion, the Department obtains outside evaluations of the candidate's work in accordance with the Manoa Guidelines and Criteria. The Personnel Committee evaluates the applicant in accordance with the department's document "Mathematics Departmental Criteria for Personnel Decisions." In cases of tenure decisions, the Personnel Committee is expanded to include all tenured faculty. The dossiers are available to the tenured faculty, in the Chair's office only, prior to the secret ballot vote on tenure by the temporarily expanded Personnel Committee. The faculty will be reminded that the outside evaluations are strictly confidential and are not to be removed from the Chair's office. The results of the vote are included in the Department Personnel Committee's recommendations.

The criteria for contract renewal are the same as those for tenure adjusted for years of experience. Each candidate is examined more searchingly with each successive contract renewal, and non-renewal is recommended as soon as it appears that the candidate would not be qualified for eventual tenure.

The department maintains a document explaining the convention in mathematics for authorship order in collaborative research. This document is included in each dossier for promotion or tenure.

Any member of the DPC whose rank is not at or above the rank aspired to by an applicant for promotion shall be recused from work on that application. If, through recusals, the size of the DPC falls to below five, then it will be restored to five by additions from the DPC Alternate List. All DPC votes on promotion, tenure, or contract renewal are done by secret ballot.

The Department Chair will inform the applicant of the departmental recommendations when they are complete. At this time the recommendations of the Department Chair and the Department Personnel Committee are not subject to challenge by the candidate at the Department level.

The outside evaluations of the candidate's work will be confidential. The names of the referees will not appear in the list of supporting materials for the Departmental Assessment (in Part V of the Promotion Application). If in case of a negative recommendation the candidate exercises his or her rights to examine his or her dossier, then the versions of referees' evaluations that the candidate

sees will have had the referees' names, identifying passages, letterhead, and comparison with third persons removed.

In cases of contract renewal of faculty on limited term appointments, the forms and instructions found on https://manoa.hawaii.edu/ovcaa/faculty/tenure_promotion_contract_renewal/ will be used for assessment of performance for renewal. Department policy regarding evaluation of performance can be found in the document "Policy on the Evaluation of Limited-Term Faculty."

Approved 17-0-0 by vote of the tenured and tenure track faculty in the Department of Mathematics on October 5, 2018.