

APPROVED:

James D. Kardash 11/04/2017
UHPA Date

APPROVED:

Mānoa Chancellor's Office 11/29/17
Mānoa Chancellor's Office Date

DEPARTMENT OF PHILOSOPHY: PERSONNEL PROCEDURES

(Originally adopted by the Department Personnel Committee on May 10, 1978, and revised November 30, 1979, May 2, 1980, October 30, 1980, November 7, 1980, September 26, 1985, October 11, 1988, April 25, 1997, March 23, 2001, February 22, 2002, December 5, 2003, December 3, 2004, and July 10, 2014, and October 4, 2017.)

DPC membership and Procedures are governed by this document, 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.

1a. Membership and Participation in the Department Personnel Committee

The Department Personnel Committee (hereafter DPC) for each application will be comprised of *at least five* faculty members at the same or higher rank as the rank sought by the applicant. The DPC is composed of every permanent, tenured full-time faculty member of the Department of Philosophy, including those with 0.5 FTE split appointments in the Department of Philosophy who hold at least the rank being sought by the applicant. The Department Chair, however, is *not* a member of the DPC. All eligible faculty members on leave may participate in the deliberations of the Committee by submitting written statements and may exercise their voting rights on individual cases, providing that they have access to the dossier, the publications, and the reports of the external evaluators. An absentee member would be expected to email his/her secret ballot to the chair of the DPC, who counts the ballots. The DPC shall select its own chair on an annual basis. No DPC Chair shall serve more than three successive years. If the regular DPC Chair finds it necessary to recuse him- or herself from consideration of a particular application, a temporary replacement DPC Chair will be chosen by the DPC for the purpose of handling that particular application.

1b. Participation of non-members of the DPC

Philosophy Department Faculty members who do not hold the rank for which an applicant is being considered, may participate in the discussion concerning an application for tenure or promotion, but shall not be entitled to vote or to examine confidential external reviews.

The Department Chair shall not participate by voice, vote, presence, or in any other form of communication in the deliberations over individual tenure and promotion applications.

2. Student Participation

Letters from students are neither to be solicited nor considered in personnel decisions. Students should have the opportunity regularly and consistently to evaluate courses and instructors; such evaluations will form part of each faculty member's file and will be available at the time of tenure/promotion action. Since every course taught in the Philosophy Department is evaluated by students, student participation in the process of promotion and tenure will be ensured by pulling up the raw data summaries from these evaluations.

3. Outside Evaluations

Soon after an applicant announces the intention of applying for tenure/promotion, the Chair of the DPC shall solicit outside evaluations. Two lists of names of potential evaluators shall be prepared: one by the voting members of the DPC, and the second by the applicant.

Applicants may also submit names of those they have reason to believe may not be in a position to provide an impartial evaluation. Letters, preferably, should not be solicited from co-authors, co-principal investigators, former professors, advisors, students or close personal friends of the applicant. From four to six material responses, at least half of which must come from the DPC-prepared list of external evaluators, shall be considered adequate. The confidentiality of the evaluators shall be preserved by observing the current UHM Promotion and Tenure Procedures in this regard.

4. Authorship Conventions

As far as the disciplinary standards of Philosophy are concerned, sole authored books and articles are standard, but jointly authored works and edited volumes would carry due weight.

5. Supporting Material

All documents received from external referees will be date-stamped before inclusion in the dossier. New materials relevant to the application (e.g. references, acceptances of work for publication--all with appropriate date stamps) may be added by the applicant to the dossier at whatever point they become available in the application process until the Department's responsibilities in the process are fully discharged.

6. Voting for Contract Renewal, Tenure, and Promotion

The DPC will consider the evidence, make one written assessment of the strengths and weaknesses of the applicant, append a recommendation if they so desire, and transmit the dossier to the next higher level of review. Should the DPC choose to append a recommendation, all members must vote. There must be no abstentions. All votes will be by secret ballot. Faculty members who think of themselves as having a conflict of interest should recuse themselves from the DPC for the particular decision in question.

Each member shall have the opportunity to examine the student evaluations and the appropriate sections of the dossier, which contain the applicant's own statements, and shall have the opportunity to discuss each applicant for promotion and/or tenure in a frank and candid manner in a DPC meeting. Any vote will be taken immediately after the discussion of that applicant's case.

The Chair of the DPC will prepare a Committee Report summarizing and reflecting the points of discussion on each applicant and should a vote be taken, indicating the number of votes cast for and against, and against a positive recommendation. The report will be circulated to all voting members for comment before being forwarded to the Chair of the Department.

7. Applicants

The applicant shall not be present during that part of the meeting in which his or her case is discussed. The applicant shall have the opportunity to read and discuss with the Committee Chair the Committee's report, and with the Department Chair the Department Chair's report, for the purpose of correcting what are considered errors of fact. The applicant will have a right of appeal in writing to the Department Personnel Committee regarding issues of fact before the final DPC recommendation goes to the Chair of the Department. If agreement over factual matters raised by the candidate is not reached, the Chair of the DPC must set out the basis of the DPC's views of these matters in a written reply to the candidate.

8. The Department Chair

The Department Chair prepares a separate assessment and recommendation.

9. Order of Discussion

Applicants are to be discussed in alphabetical order by last name.