

Approved:

James D Kandash 3/25/2021
UHPA Date

Approved:

Michael Bruno March 25, 2021
Mānoa Provost's Office Date
Department of Theatre & Dance DPC 1
Procedures for T&P and Contract Renewal

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DEPARTMENT PERSONNEL COMMITTEE

Department of Theatre and Dance

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.

I. DPC

A. ESTABLISHMENT OF DPC PROCEDURES

These procedures will be amended only by a majority vote of full-time tenure-track and tenured faculty members. Any changes to the procedures for T&P and Contract Renewal must also be approved by the Chancellor and UHPA.

B. SELECTION OF DPC

The Department Personnel Committee (DPC) of the Department of Theatre and Dance is selected each year in late spring by secret ballot. All full-time Bargaining Unit 7 faculty members are eligible to elect the DPC. Applicants with upcoming contract renewal or tenure/promotion procedures are not allowed to exclude participation by other department members. Applicants with upcoming contract renewal or tenure/promotion procedures in the upcoming year are not permitted to serve on that year's DPC.

Only tenured members of the department are eligible to serve on the DPC. Tenured faculty members on leave or sabbatical leave are excused from eligibility. Faculty who think they have a conflict of interest should recuse themselves from DPC membership. The number of committee members will be five (5). All members must be at the same or higher rank as the ranks being sought by applicants to be reviewed by the DPC. The faculty member receiving the greatest number of votes will serve as Chair of the DPC. Votes will be done by secret ballot and tallied by the departmental secretary. A runoff election may be necessary to break a tie. An alternate will also be determined by the vote in case an elected member is unable to serve.

If an applicant will be applying for promotion to rank 5, and there are not enough rank 5 faculty in the Department of Theatre and Dance, the Dean, in consultation with the Department Chair, will appoint appropriate member(s) from elsewhere on campus to a Faculty Personnel Committee (FPC).

II. PROCEDURES AND EVALUATION FOR CONTRACT RENEWAL

A. PROCEDURES

The Department Chair does not participate in the DPC's deliberations. Additionally, an independent assessment from the Theatre and Dance Chair accompanies the DPC statements when sent to the Dean.

Applicants for contract renewal must submit a current CV; a brief statement on research, instruction and service; and summarized course evaluations since hire or last contract renewal to each DPC member as well as to the Chair. The DPC will conduct classroom observations. The DPC's evaluation for contract renewal is submitted in writing to the Department Chair. This evaluation is based on the quality and quantity of work in teaching, research, and service. A yes/no recommendation from the DPC must be included.

The following will then occur in this order:

1. The applicant receives a written copy of both the DPC and the DC statements.
2. At least three days later, the DC will meet with the applicant, who will sign the necessary form.
3. The DC sends materials to the Dean by a deadline determined by the University each year.

B. MID-CONTRACT EVALUATIONS

There is no official mid-contract evaluation requirement. Applicants are encouraged to join the Faculty Mentoring Program and to contact the Center for Teaching Excellence for informal teaching assessments.

III. PROCEDURES AND EVALUATION FOR TENURE AND PROMOTION

A. APPLICANT RESPONSIBILITIES

It is the responsibility of the applicants to prepare their own tenure/promotion application as well as an online dossier of research materials to be sent to external reviewers. The applicant may also make available a current CV; a brief statement on research, instruction and service; and summarized course evaluations since hire to the entire faculty. It is furthermore the responsibility of the applicant to ensure that all required documents are submitted to the DPC by the established deadlines. It is the responsibility of the applicant to consult University Guidelines as outlined by OVCAA.

B. EVALUATION PROCEDURES FOR TENURE & PROMOTION

1. It is the responsibility of the DPC Chair to ensure that the applicants are informed about application requirements and deadlines in a timely fashion. DPC members are also available to the applicants for consultation and guidance. Final responsibility for the tenure/promotion application and the online dossier of materials for external reviewers, however, rests with the applicant.
2. The Department Chair does not participate in the DPC's deliberations, although a separate assessment from the Department Chair accompanies the DPC statements.
3. Outside Opinion: The applicant may solicit evaluations from former students and other qualified individuals for inclusion in their tenure/promotion application as supporting material. Outside opinion is also evidenced through reviews and awards. Unsolicited letters sent to the DPC will not be added to dossiers by the DPC. The DPC will return such letters to their authors,

indicating that the DPC is not allowed to include them and advising that authors may wish to resend their letters to the applicant, who may choose to include them in the materials submitted by the applicant.

4. The DPC will consider the tenure/promotion application, external reviews (see C below) and any supplementary items (such as copies of publications, portfolios, etc.) submitted by the applicant. The applicant's application, supplementary items, and the external reviews will also be made available to the Chair.

5. The DPC will consider the evidence, make one written assessment of the strengths and weakness of the applicant, append a yes/no 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 will be no abstentions. All votes will be by secret ballot.

6. The Chair may read the DPC statement prior to writing his/her own. All are forwarded to the Dean's office by a deadline determined by the University each year.

C. SOLICITATION OF EXTERNAL REVIEWS

The department will follow current procedures as directed by the OVCAA.

IV. PROCEDURES FOR SELECTION OF DEPARTMENT CHAIR

The determination of the Department's recommendation for Department Chair to the Dean, or other appropriate administrator, shall be based on a majority vote of all bargaining unit faculty members in the Department.

Date Approved by UHM Chancellor's Office: _____

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