

APPROVED:

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UHPA Date

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Mānoa Provost's Office Date

**CURRICULUM RESEARCH & DEVELOPMENT GROUP (CRDG)
COLLEGE OF EDUCATION
UNIVERSITY OF HAWAI'I AT MĀNOA
DEPARTMENT PERSONNEL COMMITTEE**

Approved by Faculty Vote on January 29, 2020

COMMITTEE PROCEDURES

Article I. Purpose

There shall be a Department Personnel Committee of the faculty of the Curriculum Research & Development Group. This Committee shall exist to review personnel matters regarding promotion, tenure, merit increase, renewal of probationary contract for the pre-tenured faculty, and renewal of limited-term contracts for faculty of CRDG. The Committee will be guided by the current CRDG Criteria for Promotion and Tenure, the current collective bargaining agreement, and applicable campus and system administration guidelines and policies.

Article II. Definitions

The definitions of some of the terms used in these bylaws are as follows:

Agreement: The contract between the employees' collective bargaining agent and the University of Hawai'i currently in force.

Candidate: A faculty employee seeking promotion, tenure, merit increment, or renewal of probationary or limited-term contract.

Committee: The Curriculum Research & Development Group's Department Personnel Committee for faculty.

Personnel Matters: Contract renewal, tenure, promotion, and merit increase.

Dossier: The dossier is considered what is outlined in Section VII, Guidelines for Preparing the Application for Tenure and Promotion to Ranks 3, 4, and 5, in the UH Mānoa Criteria and Guidelines for Faculty Tenure and Promotion. The dossier includes Parts I, II, III, and IV, including the statement of endeavors, supporting materials, and external evaluations. Note that externals evaluations are confidential and not shown to the candidate or non-DPC faculty members at any time.

Article III. Functions

The Committee shall have the following functions:

- (1) recommend actions on tenure,
- (2) recommend actions on promotions,
- (3) recommend actions on merit increases,
- (4) recommend actions on the renewal of probationary and limited-term contracts based on review of the candidate's performance and projected usefulness to CRDG,
- (5) when necessary, review and approve CRDG criteria for promotion, tenure, merit increase, and renewal of probationary and limited-term contracts,
- (6) advise faculty members on personnel criteria and procedures,
- (7) review and approve amendments to the bylaws, and
- (8) recommend reappointment of CRDG Director every three years or as needed to the Dean, based on a majority vote of all bargaining unit 07 faculty members in CRDG.

Article IV. Committee Membership

Sec. 1. Membership and Eligibility

- A. Membership of the Committee to review candidates for simultaneous promotion and tenure, promotion only, or tenure only, shall be five tenured, collective bargaining Unit 7 faculty (excluding lecturers and the CRDG director) who have at least a 50% appointment to CRDG and who are not on official leave. Elected faculty are obligated to serve on the Committee.
 1. If fewer than five tenured CRDG faculty members at the appropriate rank are available to serve on the Committee in the case of tenure and promotion, tenure, or promotion then the CRDG director shall first forward a list of possible members from appropriate rank, tenured faculty in the College of Education (COE) to be recruited as needed to the dean's office. If members are not available from the COE, a list of possible members from other UH Mānoa departments or units shall be forwarded. These members will be appointed by the COE dean in consultation with the director. Such appointments are for the tenure and promotion, tenure, or promotion action(s) under review.
- B. Membership of the Committee to review candidates for contract renewal shall consist of 2-5 tenured collective bargaining Unit 7 faculty (excluding the director) who have at least 50% appointment to CRDG.
- C. Membership of the Committee to review candidates for merit increase shall include all bargaining unit members in CRDG, who shall be given the opportunity to review the request and support or not support the request. All CRDG bargaining unit 07 members shall be offered the right to participate.
- D. Membership of the Committee to amend the bylaws shall include all collective bargaining Unit 7 faculty who have at least a 50% appointment to CRDG.

- E. Faculty Members participating in all Personnel Committees have a responsibility to avoid conflicts of roles by recusing themselves from the process when such conflicts exist.

Sec. 2. Active vs. Inactive Membership Status

- A. Candidates for tenure and/or promotion review automatically become inactive during the academic year in which they are applying. Candidates for merit or contract review automatically become inactive during consideration of their cases.
- B. Committee members on leave automatically become inactive.
- C. In the event that a member has two or more absences from meetings convened to review or vote on a candidate's case, the chairperson may declare the individual inactive, subject to the approval of the Committee.
- D. Unless otherwise indicated, members are automatically returned to active status once the circumstances making them inactive have ended.

Article V. Officers

The Committee shall have the following officers: chairperson, vice-chairperson, and recording secretary.

Sec. 1. Election

- A. The DPC chairperson from the preceding academic year will convene the first meeting of the DPC in (late spring or early fall), or will notify members of the procedures for holding officer elections. A chairperson and a vice-chairperson shall be elected by ballot by the members of the DPC at the beginning of each academic year. They shall serve from the meeting following their elections until the end of the meeting at which new officers are elected. The chairperson and the vice-chairperson shall be at least rank 4 faculty. In an academic year in which there is a candidate for promotion to rank 5 or periodic review of the CRDG director, the chairperson and vice-chairperson must be at the equivalent senior rank.
 - 1. If the DPC chairperson is unavailable, the vice-chairperson shall convene the meeting.
- B. Vacancy of the chairperson's position will be filled by the vice-chairperson.
- C. Vacancy of the vice-chairperson's position will be filled by special election called by the chairperson.
- D. A recording secretary shall be appointed by the chairperson on a rotating basis, determined alphabetically. The secretary serves one meeting at a time.

Sec. 2. Duties of Officers

- A. The duties of the chairperson are to
 - (1) notify members of all regular meetings at least seven days in advance

- (2) preside at all meetings
 - (3) appoint subcommittees
 - (4) serve as liaison with University personnel committees having jurisdiction over CRDG faculty personnel
 - (5) submit the Committee's written reports and recommendations to the CRDG director
 - (6) maintain a file of the minutes
 - (7) establish an agenda and set the time and dates for meetings
 - (8) secure whatever documentation the Committee requires to make personnel recommendations
 - (9) conduct the periodic review of the CRDG director.
 - (10) Submit finalized minutes to the CRDG assistant to the director and distribute minutes to the Committee within one week of adjournment.
 - (11) Conduct meetings to discuss amendments to bylaws
- B. The duties of the vice-chairperson are to
- (1) act in the chairperson's absence
 - (2) assist the chairperson, as needed
 - (3) maintain a current roster of CRDG academic faculty indicating their status such as eligible, ineligible, active, inactive, candidate, on leave
- C. The duties of the recording secretary are to
- (1) take minutes of meetings, recording the time, place, names of members present, presence of a quorum, motions, results of secret ballots, resolutions, and recommendations as voted on by the Committee, and time of adjournment.
 - (2) submit minutes to the chairperson for preliminary approval within 72 hours or the next working day. Submit finalized minutes to the chairperson, who will transmit to the assistant to the director. All Committee files will be kept in the office of CRDG assistant to the director.

Article VI. Meetings

Sec. 1. Regular Meetings

Each year the Committee shall by consensus of its members set a convenient time and day for meetings. The chairperson shall determine which cases are pending before the Committee and shall announce at the first regular meeting of the academic year the schedule of meetings to deal with these cases.

Sec. 2. Special Meetings

Special meetings may be called by the chairperson or by a written request of three members to the chairperson. Members shall be given 24 hours' notice for such meetings.

Article VII: Amendments

Sec. 1. Amendments to these bylaws must be consistent with all University system and campus personnel policies, and with the contract between the University of Hawai'i Board of Regents and the University of Hawai'i Professional Assembly.

- Sec. 2.** Any two CRDG faculty members may propose amendments to these bylaws. Such proposals should be presented in writing to the chairperson of the DPC. The chairperson shall schedule and announce a meeting to all eligible members, which shall be called for discussing and voting on the proposals. Eligible members to vote on amendments to bylaws include all collective bargaining Unit 7 faculty members who have at least a 50% appointment to CRDG; two-thirds of all eligible members must be present either in person or electronically for the meeting to occur. The chairperson will distribute copies of the proposed amendment to all eligible Committee members at least one week in advance of the meeting.
- Sec. 3.** At least three-fifths of all collective bargaining Unit 7 faculty who have at least a 50% appointment to CRDG must approve the proposed amendments before they become a part of the bylaws. Voting shall be by secret ballot. Electronic secret ballot voting is allowed.
- Sec. 4.** Mailed ballots received by the time of the date set for voting on amendments will be accepted.
- Sec. 5.** In addition to amendments to the bylaws being proposed by any two CRDG faculty members (Article VII, Sec. 2), amendments to DPC procedures may be recommended from time to time at the discretion of the Department, Division, or comparable unit.
- Sec. 6.** Proposed amendments shall be sent through the director and dean to the appropriate chancellor and the union via the director and dean for review and approval, which shall not be unreasonably withheld. Approved amended procedures should be filed with the union and the director.

Article VIII. Rules of Order

Sec. 1. Confidentiality

All Committee discussions are to be kept confidential. Neither the minutes nor any discussion by Committee members outside the meetings shall include details of discussions nor shall they identify individual remarks or votes.

Sec. 2. Quorum

At least 50% of the appointed (Art. IV, Sec. 2) members of the Committee must be present in order to conduct official business of the said Committee voting on cases of tenure, promotion, contract renewal, and merit increase. A member who knows he/she will arrive late for the meeting should advise the chairperson. This member shall be counted present in establishing a quorum. If a quorum is not present within ten minutes of the scheduled starting time, the meeting may be adjourned. A quorum and majority shall be based upon the number of active members present.

Sec. 3 Preparation of Cases

The Committee is vitally interested in seeing that each tenure, promotion, contract renewal, and merit increase case be fully and properly documented and well organized.

A. Tenure and/or promotion

- a. Candidates for tenure and/or promotion are responsible for submitting a complete, current, and accurate dossier by the deadline in accordance with UH Criteria and Guidelines and Departmental Criteria. In addition, each candidate should compile an online folder of supplemental information that provides additional documentation of accomplishments, such as publication samples, copies of award documents, peer-reviews of his or her scholarly work, course syllabi, instructional materials developed, or reports written. The candidate must provide evidence of effective teaching, if applicable, at the rank applied; it is recommended that this include all teaching evaluations; in the absence of this evidence, it will be difficult for reviewing bodies to adequately determine if the teaching criteria are met. A physical file box of the online folder may be submitted to the CRDG director and held until the review process is completed, at which time it will be returned to the candidate. Copies of publications and papers are not to be included in the dossier. The focus of the dossier review is on the summaries in the narrative and required appendices. Both instructional and specialist faculty should include documentation on job responsibilities.

B. Contract renewal

- a. Candidates for contract renewal will submit the UH application form, a short narrative recommended not to exceed eight (8) pages and a bibliography documenting activities occurring within the period of review, including accomplishments such as teaching/professional activity, research/scholarly activity, and service. For instructional (I) faculty, include a summary of teaching evaluations for every course taught; a bibliography of scholarly works including percentages of effort for collaborative production; and a list of service activities divided by Department, College, University, community/state, and national/international activities. For specialist (S) faculty, include documentation on job responsibilities, service, and one to two work samples for those areas of primary professional and scholarly activity appropriate to his/her position. In addition, each candidate should compile an online folder of supplemental information that provides additional documentation of accomplishments, such as publication samples, copies of award documents, peer-reviews of his or her scholarly work, course syllabi, instructional materials developed, or reports written.

C. Periodic review

- a. CRDG faculty members will provide evidence of continued accomplishments addressing CRDG faculty criteria. Toward this end, faculty members will submit an updated curriculum vitae (CV); a statement no more than five (5) pages describing the work done since the last period of review, with specific references to the sections of the CV documenting this work; and additional information or documentation to augment the above.

D. Supplemental information

- a. The Committee is limited to considering evidence provided by the candidate. If the Committee wishes to invite the candidate to provide additional information, then such a request can be forwarded through the Office of the Dean. Unsolicited advice, unsigned letters, anonymous surveys, and "secondhand" information are not legitimate inputs into the Committee assessment process and will not be accepted or considered.
- E. Assistance with preparation
- a. Candidates may request the Committee to advise and assist them in the preparation of their dossier and documentation, provided this request is made to the chairperson at least two weeks in advance of the first meeting scheduled to review the candidate's case.
 - b. If the candidate wishes assistance, he or she shall submit an initial draft dossier with supporting evidence to the DPC via the chairperson. Candidates should refer to the annual document on Criteria and Guidelines for Faculty Tenure/Promotion Application University of Hawai'i at Mānoa for information on what must be included in the Tenure/Promotion application.
 - c. Candidates may ask to appear prior to the first meeting scheduled to review the candidate's case to clarify documentation and to present evidence.

Sec. 4. Voting on Promotion, Tenure, Renewal of Probationary or Limited-Term Contract, and Merit Cases

- A. In order to vote on recommendations for promotion, tenure, renewal of probationary or limited-term contract, or merit pay, a member must have attended at least two meetings during which that candidate's dossier was discussed. Two-thirds of the appointed Committee(s) must be present either in person or electronically in order for the voting to proceed.
- B. Voting shall be by secret ballot and reported in the minutes of the meeting. Electronic secret ballot voting is allowed.
- C. Two separate votes shall be recorded for each case, a straw vote and an official vote. Members included in votes are specified below:
 - 1. In votes on merit increase, the official vote shall include all CRDG collective bargaining unit 7 faculty who participated in the review.
 - 2. In votes on contract renewal, the official vote shall include appointed tenured collective bargaining Unit 7 faculty (excluding the director) who have at least a 50% appointment to CRDG.
 - 3. In votes on simultaneous promotion and tenure, the official vote shall include the five appointed tenured faculty members of equal or higher rank to which the candidate has applied.
 - 4. In votes on promotion only, the official vote shall include the five appointed tenured faculty members of equal or higher rank to which the candidate has applied.
 - 5. In votes on tenure only, the official vote shall include the five appointed tenured members.

Sec. 5. Consideration of Candidates for Contract Renewal, Tenure, or Promotion

- A. All members of the Committee shall receive a copy of the dossier for study one calendar week prior to the meeting at which the candidate's case will be discussed. Additional time for study of the candidate's dossier may be requested by any three Committee members provided deadlines established for the current academic year are not exceeded.
- B. The candidate may request in writing an extension of the probationary period under special conditions and following UH guidelines. Cases will be considered individually. The request is to be submitted to the CRDG director.
- C. For cases of tenure and/or promotion, letters of external review will be solicited by the CRDG director and testimony and other evidence will be solicited and studied by the Committee. External reviewers should be at or above the rank aspired to by the candidate and should have the appropriate expertise to assess the breadth and depth of the candidate's work, with preference for referees from other R1 institutions with similar programs. The CRDG director will ask the candidate to provide in writing a list of a minimum of three-to-five names of non-UHM scholars in a related field. A candidate's dissertation advisor should not be included on such a list. External reviewers must not be a professional with whom the candidate has a close (continuous) working or personal relationship. Candidates should not contact possible external evaluators. In consultation with the Committee chairperson, the CRDG director will obtain reviews from two or three of these people and from two or three known scholars who are appropriate for evaluating the candidate's work during the period under review, with an equal number to be selected from each. Annual campus guidelines from the Office of the VCAA for detailed procedures of the external review will be followed. The confidentiality of such evaluations is of great concern. The Committee chairperson should refer to the UH Criteria and Guidelines document for details on handling the resulting review letters. External review letters are not shown to the candidate at any time.
 - (1) For instructional (I) faculty, copies of three to five authoritative publications demonstrating the candidate's scholarly work and a current curriculum vita (CV) shall be provided to the director. This will constitute the external review packet. For specialist (S) faculty, copies of work samples appropriate to their primary job activities and a current CV shall be provided to the director. This will constitute the external review packet. Digitized copies of these documents are preferred but not required.
- D. All deliberations shall be summarized prior to taking a straw vote. The straw vote must be by secret ballot and reported in the minutes of the meeting. Electronic secret ballot voting is allowed.
- E. After the straw vote to recommend or not recommend the candidate in whatever action is before the Committee, the chairperson shall appoint a subcommittee to draft a report which will be submitted to the Committee for ratification. Committee members may submit written comments to the subcommittee for use in the preparation of the statement on behalf of the Committee. If such comments are to be included, the names of the Committee member/evaluators must be removed.

- F. After the straw vote, a CRDG DPC member of the subcommittee will summarize any concerns and share them with the candidate at a personal meeting. The candidate will have the opportunity to respond, particularly to any serious negative concerns, including areas of insufficient documentation, raised about the dossier prior to a final vote. Each candidate is to be evaluated only on the professionally relevant categories mentioned in the criteria. When more than one faculty member is being assessed by the Committee, the candidates shall not be compared to one another.
- G. When all Committee members have completed the review of the dossier and of other evidence, they shall meet to take a vote on the merits of the requested action (tenure and/or promotion, or contract renewal). The final vote must be by secret ballot. Electronic secret ballot voting is allowed. It is the Committee chairperson's responsibility to make sure the Committee members know whether the vote about to be taken is the straw or final.
- H. Except for candidates on leave, the candidate shall be informed orally of the Committee's recommendation by the chairperson within 24 hours after a vote is taken. Candidates on leave shall be notified in writing.
- I. The Committee's assessment and recommendation shall be forwarded to the CRDG director by the deadline established for the current academic year.

Sec. 6. Timetable for Contract Renewal for Probationary Tenure Track Permanent Faculty

- A. Initial appointment shall be for a two-year period. Contract renewal, therefore, occurs in Year 2.
- B. If the faculty member is reappointed, this contract shall be for two years. Unless the faculty member or the employer requests an extension or a shortening of the probationary period, faculty usually apply for tenure and/or promotion in the final year of probationary service.

Sec. 7. Optional and Voluntary Third-Year Review for Probationary Tenure Track Permanent Faculty

- A. Probationary faculty have the option to request an informal review by the Committee in Year 3. The purpose of this review is to provide feedback to the faculty member. The faculty member, not the Committee, must initiate a request for such a review. Requests for informal reviews should be submitted to the Committee at the beginning of the fall semester. This review is not a contract renewal and the administrative procedures and forms for contract renewal will not be used. Neither the faculty member's review nor the Committee's response will be forwarded to the dean or director. All data, including the faculty member's submissions and any written response by the Committee, must be returned to the faculty member and will be controlled by the faculty member.