



January 22, 2020

MEMORANDUM

TO: Jerris Hedges, Dean
John A. Burns School of Medicine

FROM: Beverly A. McCreary
Assistant Vice Chancellor
for Academic Personnel

A handwritten signature in blue ink, appearing to read 'Beverly McCreary'.

SUBJECT: Approved Department Personnel Committee Policies and Procedures

Enclosed please find approved procedures for the Department of Quantitative Health Science, John A. Burns School of Medicine.

Please note that all faculty who will be submitting applications for tenure and/or promotion this fall should be given the option to use this document or the one in effect for the prior year.

If you have any questions, please call or email me at 956-4571 or bmccrear@hawaii.edu.

Enclosure

APPROVED:
UHPA

Junius D Kandush 1/13/20
Date

APPROVED:
Manoa Chancellor's Office

Mark B... JAN 17 2020
Date

**University of Hawaii at Manoa (UHM)
John A. Burns School of Medicine (JABSOM)
Department of Quantitative Health Sciences (DQHS)
Guidelines and Procedures for Tenure and Promotion,
Evaluation and Contract Renewal,
And Recommendation of Department Chair
Date: December 2, 2019**

ROLE OF THE DEPARTMENT PERSONNEL COMMITTEE (DPC)

1. The DPC shall participate in the evaluation of candidates for promotion and tenure, reappointment of probationary faculty, and in recommendation of the Department of Quantitative Health Sciences Chair (DQHS Chair).
2. The DPC may, upon request of the DQHS Chair, participate in the evaluation of candidates for faculty appointment and contract renewal of non-tenure track faculty members.

DPC MEMBERSHIP

1. For the purposes of this document, "DQHS faculty members" who serve on the DQHS DPC must be Bargaining Unit 07 (BU07) members of DQHS.
2. All BU07 DQHS faculty members may participate in the establishment of DPC policies and procedures; all DQHS faculty members are eligible to serve on the DPC, with the exception of the DQHS department chair who is excluded from participation, but not from the establishment of DPC policies and procedures or from the election of DPC members.
3. Up to five BU07 DQHS faculty members will serve as standing members of the DPC. DPC members must be tenured to vote on tenure and probationary contract renewals. When voting on promotion or non-probationary contract renewals, DPC members must be at or above the rank being sought.
4. DPC member(s) may be recused from the review of promotion/tenure materials when - (a) the member(s) voluntarily decides to step-down or when (b) a conflict of interest exists between the candidate and the member(s). In such events, the faculty may re-vote for DPC member(s) to fill vacated positions.
5. A candidate for promotion or tenure may exclude the participation of one DPC member in the evaluation process for concerns of conflict of interest. The reason for the request for exclusion must be placed in writing and submitted to the DQHS Chair.

6. If there are an insufficient number of eligible BU07 DQHS DPC members of appropriate rank and/or tenure, eligible BU07 faculty members of any JABSOM department may serve as ad hoc members on the DPC, given they are BU07 faculty members and at the appropriate rank/tenure status. Ad hoc members are appointed by the Dean, in consultation with the Department Chair.
7. The DPC Chair will be elected by the DPC members and will serve a three-year term with the option for re-election.

PROCEDURES

1. The DPC Chair will convene the DPC. The DPC will consider the evidence, assess the strengths and weaknesses of each applicant, develop a descriptive recommendation for or against tenure and/or promotion, and transmit the dossier to the next higher level of review.
2. The DPC's written narrative to the DQHS Chair must contain the DPC's assessment and the results of the vote for/against promotion and/or tenure. Voting will be conducted by secret ballot, defined as a process where the vote cast is not known to any other JABSOM faculty member. Voting may be conducted in electronic or paper form, with votes tabulated by non-faculty administrative staff. DPC members must not abstain from voting, when participating in the discussion.
3. A minimum of five DPC members will vote on candidates for promotion and tenure.
4. Only tenured faculty appointed to the DPC may vote on tenure candidates.
5. Only faculty members appointed to the DPC of equal or higher rank to which the applicant has applied can vote on promotions.
6. The DPC will comply with UHM and JABSOM guidelines for solicitation of external letters and orderly review of dossiers.
7. The DQHS recommendation for DQHS Chair to the Dean shall be based upon a majority vote of BU07 DQHS Faculty.
8. With input from applicable faculty supervisors, the DQHS Chair will evaluate I-series and S-series non-tenure track faculty members who are up for renewal based upon the general expectations for DQHS faculty aligned with I-series and S-series criteria.
9. No later than every five years, tenured faculty members will submit to the DQHS Chair an up-to-date curriculum vitae and academic profile summarizing their teaching, scholarship/research, and service accomplishments relevant to DQHS expectations. If the DQHS Chair is not tenured, the review will be conducted by the DPC Chair (if tenured). If both the DQHS Chair and the DPC Chair are not tenured, a tenured JABSOM BU07 faculty of equal or greater rank appointed by the Dean in consultation with the DQHS Chair will conduct the review.