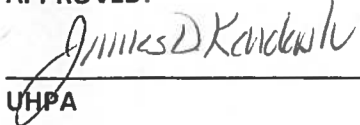


APPROVED:

 8/13/2015  
UHPA Date

APPROVED:

 8/13/15  
Mānoa Chancellor's Office Date

**University of Hawaii at Manoa (UHM)  
John A. Burns School of Medicine (JABSOM)  
Department of Surgery (DoS)  
Guidelines and Procedures for Tenure and Promotion, Evaluation and Contract Renewal,  
And Recommendation of Department Chair  
5/26/15**

**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 Surgery Chair (DoS Chair).
2. The DPC may, upon request of the DoS Chair, participate in the evaluation of candidates for appointment and contract renewal.

**DPC MEMBERSHIP**

1. For the purposes of this document, "DoS Faculty" are defined as all Bargaining Unit 07 members of the DoS.
2. All DoS Faculty may participate in the establishment of DPC policies and procedures and are eligible to serve on the DPC.
3. A minimum of five DoS Faculty will serve as standing members of the DPC.
4. The Department Chair is excluded from participation in the DPC.
5. Members of the DPC are (a) nominated by another DoS Faculty, and (b) confirmed by a majority of DoS Faculty voting in favor of appointing the nominee.
6. Membership on the DPC may be relinquished or refused upon (a) request from the DPC member or (b) a majority of DoS Faculty voting to recommend dismissal.
7. A candidate for promotion or tenure may exclude participation of any one DPC member in the evaluation process for concerns of conflict of interest.
8. If there are insufficient DoS Faculty DPC members of appropriate rank and/or tenure, bargaining Unit 07 (BU07) faculty of any JABSOM department may serve as ad hoc members on the DPC. Ad hoc members are appointed by the Dean, in consultation with the Department Chair.

9. The DPC Chair will be elected by the DPC members and will serve a two-year term with the option for re-election.

## PROCEDURES

1. The DPC Chair will convene the DPC and submit a written narrative to the DoS Chair with the DPC's assessment and the results of the vote for/against promotion and/or tenure . The DPC will consider the evidence, assess the strengths and weaknesses of each applicant, append a recommendation if they so desire, and transmit the dossier to the next higher level of review.
2. 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.
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 DoS recommendation for DoS Chair to the Dean shall be based upon a majority vote of DoS Faculty.
8. With input from applicable faculty supervisors (e.g. Associate Chairs, Directors of Surgical Education, Director of Surgical Medical Student Education, and Residency Program Directors), the DoS Chair will evaluate M-series faculty members who are up for renewal based upon the general expectations for DoS Faculty aligned with JABSOM M-series criteria.
9. No later than every five years (and sooner when requested), tenured faculty members will submit to the DoS Chair an up-to-date curriculum vitae and academic profile summarizing their teaching, scholarship/research, and service accomplishments relevant to DoS expectations. If the DoS Chair is not tenured, the review will be conducted by a tenured JABSOM BU07 faculty of equal or greater rank, appointed by the Dean in consultation with the DoS Chair.