

APPROVED:

James D. Kondash 03/28/2016
 UHPA Date

APPROVED:

[Signature] 3/31/2016
 Mānoa Chancellor's Office Date

PERSONNEL POLICIES FOR THEATRE AND DANCE

I. HIRING

All tenure track faculty members will have the opportunity to vote on the hire of all full-time temporary and tenure track faculty and APT positions. This vote is to be taken into advisement by the Search Committee. The vote will be conducted by secret ballot by the Chair and the results of the vote will be presented to the faculty for discussion prior to finalizing a candidate for any designated position. The breakdowns of the faculty vote and the Search Committee vote will be submitted to the Chair and then to the Dean.

II. DPC SEARCH COMMITTEES

Faculty and APT appointments vacating their positions may not serve on the DPC search committees charged with finding their replacements. They may, at the invitation of the committee, serve as consultants.

III. APPOINTMENT OF CHAIRS AND DIRECTORS

At the beginning of the last year of an outgoing Chair of the department, the DPC, in consultation with the current Chair and Dean, will determine a calendar which takes into account the following sequence of events, which must be completed by the end of the fall semester of the current Chair's last year.

- Deadline for all individuals wishing to be considered for the position to submit a statement of intent, together with any other information they choose (such as directions they see for the Department, administrative philosophy, etc.) to the BU07 faculty members in the Department.
- Date for a faculty meeting at which each candidate may make a presentation, not to exceed 5 minutes, and the BU07 faculty members in the Department may then discuss the prospective candidates.
- Deadline for DPC to submit ballots to all BU07 faculty members in the Department.
- Deadline for BU07 faculty members in the Department to submit confidential ballots indicating their choice for Department Chair, which should be the same as the deadline for BU07 faculty members in the Department to submit confidential letters to the Dean concerning individual views on any or all of the candidates, if they wish.

- Date for announcing vote count to BU07 faculty members in the Department and the Dean; and date for announcing the name of the individual receiving the largest number of votes to APT appointees.

All faculty members, as well as all individuals holding APT positions, may attend the faculty meeting at which candidates make presentations and at which the candidates are discussed. The Department's recommendation for Department Chair to the Dean will be based on a majority vote of all BU07 faculty members in the Department. Abstentions will be disregarded.

After considering the faculty vote as well as the confidential letters, the Dean will appoint a Chair.

The same procedure will be followed for the appointment of Director of Dance and Director of Theatre except that only BU07 faculty members in the same area as the director to be appointed will cast votes.

Oversight for the above procedures is the responsibility of the DPC Chair. The DPC will count the ballots. Should the DPC Chair wish to be considered for the position of Department Chair, Director of Theatre, or Director of Dance, the DPC will select another member of the DPC who does not wish to be considered for any of these positions to assume oversight responsibilities.