

APPROVED:

 11/22/2014  
JHPA Date

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Mānoa Chancellor's Office Date

Memorandum  
September 2013

TO: Matsunaga Institute for Peace (MIP) Faculty  
From: Susan Chandler, Director, Public Policy Center  
RE: Personnel Procedures

### Proposal

#### I. Purpose of the Departmental Personnel Committee (DPC)

The Departmental Personnel Committee (DPC) is responsible for the evaluation of material submitted by tenure track instructional faculty and specialists for contract renewal, tenure and promotion applications. The Chair will not participate in the proceedings of the DPC by voice, vote or presence. The Chair or director is responsible for the five-year, post tenure faculty assessment.

#### 2. The Composition of the DPC

The DPC shall be composed of five tenured faculty members. The DPC shall be comprised of tenured faculty from MIP unless there is an insufficient number of MIP faculty to form the DPC. In that case, the Dean can form an FPC per Article XII,G,2,m. If it is the latter case, then the Dean can use faculty from the College in related disciplines, upon consultation with the Chair. The majority of the committee members (at least three) must be from the College, but the Dean may also select other faculty members from across the Manoa campus, who have expertise in the substantive field. The Chair of the DPC shall be elected by a majority vote from the DPC members. Only faculty members of equal or higher rank of the applicant can vote on applications for promotion.

#### 3. Procedures for Review of the Dossier

Each candidate shall assemble and give to the Chair a file of appropriate information, which should include a narrative addressing intellectual, pedagogical and community goals, aspiration and achievements, as well as assessment of scholarly work, statements and copies of research projects proposed or underway and other evidence of professional activities and improvement. The candidate shall submit all scholarly publications since the last successful application for promotion or tenure.

The candidate's discussion of his or her teaching accomplishments as well as a discussion of the teaching evaluations from all classes taught, based on a common departmentally-approved instrument and administered independently of the candidate, will be compiled by the candidate and submitted to the Chair. The Chair will ensure that the dossier is complete and then forward it to the

DPC. The DPC should make an effort to elicit responses from other Institute faculty, especially those who are within the candidate's field of specialization. Other UH faculty may also be solicited, as appropriate.

Individual candidates may exclude participation in the review process of one member of the College and one from the campus, if the candidate believes that a conflict exists that would prevent that faculty member's fair evaluation of the candidate's dossier. Notification about the exclusion must be made to the Chair one week before the DPC is formed. This information will be kept confidential.

- a. The MIP Chair will request from the candidate names and contact information of three to five respected scholars in related fields who are NOT at the University of Hawai'i. These people will be asked to provide an objective and independent assessment of the candidate's scholarship and serve as external references for the candidate. These individuals should hold at least the rank for which the candidate is applying. The DPC will be asked to add three to five more names of other known scholars who can evaluate the candidate's work. If necessary, other names may be solicited to ensure that the candidate is reviewed by at least four external reviewers. The Chair will obtain an equal number of reviewers from both lists. If the external reviewers agree to participate, the reviewers will receive the MIP and U.H. evaluation criteria, the candidate's vitae, the candidate's personal statement, and examples of the candidate's scholarship. These materials will be assembled by the candidate.
- b. A memo or email will be sent out by the MIP Chair to all Institute faculty notifying them that this applicant is applying for tenure or promotion and requesting an evaluation of the candidate. The candidate may suggest additional names of colleagues to be so notified. Materials submitted by the candidate will be available in the Chair's office. The Chair will explain to these reviewers that letters submitted will be given to the DPC and may potentially be reviewed by the candidate if a negative decision is rendered. The letters will go directly to the Chair of the DPC for the committee's review. The DPC may use the letters in their assessment of the candidate and summarize the content in their report. Any negative assessment must be shown to the candidate for his or her rebuttal.
- c. All DPC members will review all the materials submitted. The DPC will produce a draft of the committee's review based on the consensus of the committee. A written assessment of the strengths and areas for improvement will be prepared by the DPC. A secret ballot vote will be taken based on the committee's recommendation. The ballots will be tallied by the DPC chair.
- d. When the committee has completed its assessment, the Chair of the DPC will share the report with the candidate. The candidate is notified that s/he has one week (7 days) to appeal the vote or request in writing that the DPC amend its report. If there is an appeal or a request for amendment, the DPC will meet to review the appeal and if recommended by the majority of the committee members, they may amend the report and take another vote, by secret ballot. The committee members may choose to meet with the candidate.
- e. The MIP Chair will review the DPC report and the vote and write a separate assessment and recommendation to the Dean. The Chair will review his or her recommendation with the candidate.