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UNIVERSITY of HAWAI'I at MĀNOA
MECHANICAL ENGINEERING

MECHANICAL ENGINEERING DEPARTMENT HANDBOOK

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Approved by the Mechanical Engineering Department faculty

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This Handbook has been revised and updated
using its previous version approved by OVCAA in January 7, 2015
and
in compliance with the existing Collective Bargaining Agreement
(Version 2017-2021) and University of Hawai'i Policies.

by
the “Mechanical Engineering Handbook Revision and Update”
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1. Procedure for Recommending a Department Chair

- 1.1) The process shall be initiated by the Dean, with a specified timeline for completion of the process. In consultation with the DC, the Dean shall appoint a Chair Preference Committee consisting of three members of the Department's faculty. The Committee shall select its own Chair.
- 1.2) The Committee shall then prepare a "Ballot for Indicating Chair Preference." The ballot shall include departmental faculty eligible per the Collective Bargaining Agreement (CBA), Article 23 (Version 2017-2021).
- 1.3) The Committee shall distribute the ballots to all Collective Bargaining Unit (BU07) faculty, including those on leave. The voting shall be in secret ballot. "Abstain" shall be included as a line item on the ballot for chair.
- 1.4) Voting shall be performed according to the Mechanical Engineering (ME) Department voting procedures for selection of one ballot item. Any ballots with more than one Candidate selected shall be voided.
- 1.5) The Committee shall summarize the results of the ballot in a memorandum. This memorandum and the Department's recommendation shall be delivered by the Committee Chair to the department faculty and to the Dean's Office according to the timeline specified by the Dean. Ultimately, the Dean appoints the Department Chair in accordance with the CBA and the UH executive policy.
- 1.6) The department administrative staff shall retain all secret ballots for three months, at which time the ballots shall be destroyed.

2. Procedure for Selecting Members of the Department/Faculty Personnel Committee

- 2.1) The Department Personnel Committee (DPC) shall consist of five tenured faculty members, other than the Department Chair (DC) or those on leave or applying for promotion, who hold at least half-time appointments in the Department.
- 2.2) The selection of the DPC shall be arranged by the DC and shall be held annually within the first four weeks of each academic year (i.e., the Fall Term). The voting shall be in secret ballot. The DC shall prepare a "DPC Selection Ballot" that includes all members of the Department's tenured faculty who hold the rank of Associate Professor or Professor and who hold at least half-time appointments in the Department. After 2 consecutive years of service on the DPC, a department faculty member can choose to be excluded for 1 year from the list of candidates for election to the DPC.
- 2.3) All tenured and tenure-track BU07 faculty who hold at least half-time appointments in the Department are eligible to vote. Each tenured/tenure-track BU07 faculty member shall be allowed

to vote for a maximum of six names. Voting shall be performed according to the Mechanical Engineering department voting procedures for selection of multiple ballot items.

2.4) The six individuals receiving the greatest numbers of votes shall form a DPC pool of six members. After formation of the DPC pool, each candidate can exclude one person from the pool in order to form that candidate's individual pool. Refer to Section 2.10 below for details of the exclusion process. For each candidate, if the candidate does not exclude a person from the DPC pool, the department administrative staff, with verification by the DC, randomly draws five people from the candidate's DPC pool. The process of selection of the DPC for each candidate shall be confidential.

2.5) The DPC members shall elect a chair of the DPC using a secret ballot, according to the Mechanical Engineering department procedure for selection of one person. Any DPC/FPC (Faculty Personnel Committee) member can decline to be chair.

2.6) A DPC for full professor (rank 5) evaluations, here called DPC5, shall be formed with tenured members at full professor rank to evaluate promotions to full professor.

If there are more than six tenured faculty at the rank of full professor, then the same procedure shall be followed as above for formation of the DPC using only members of the Department's tenured faculty who hold the rank of Professor and who hold at least half-time appointments in the Department.

If there are only six tenured faculty members at the rank of full professor, then they shall automatically form a DPC5 pool and no vote is needed, and the selection of the DPC5 from the DPC5 pool shall follow the same procedure as specified above in Section 2.4 for the DPC.

If there are only five tenured faculty members at the rank of full professor, then they shall automatically serve as members of the DPC5, and no vote is needed. In this case, the candidate is able to exclude a member of the DPC5. If one person is excluded, then the Dean shall select the additional committee member in consultation with the DC in order to form an FPC of 5 people.

2.7) The DPC5 members shall elect a chair of the DPC5 using a secret ballot, according to the Mechanical Engineering department procedure for selection of one person.

2.8) After 2 consecutive years of service on the DPC5, a department faculty member can choose to be excluded for 1 year from the list of candidates for election to the DPC5.

2.9) If there are insufficient faculty members to form the DPC5, then the Dean shall select the additional committee members in consultation with the DC in order to form an FPC of 5 people. In this case, according to the CBA, the candidate is not allowed to exclude a member of the FPC.

2.10) The candidate shall provide the name of the person to be excluded to the Dean for exclusion of a member of the DPC. Upon receiving the name to be excluded, the Dean shall communicate the name of the person to be excluded to the DC.

2.11) In the case that none of the applicants in a given year elects to exclude a faculty member from the DPC pool, the DPC shall consist of the same five people for all applicants. The five people that received the most votes shall be appointed as the DPC.

3. Promotion and Tenure

3.A. Procedure for Promotion and Tenure Application

3.A.1) The applicant shall submit his/her dossier and all supporting material to the DC no later than the deadline established by the University. The DC shall forward the same to the DPC Chair no later than three business days after the University deadline.

3.A.2) The applicant shall submit six names no later than the deadline for submission of the dossier, with contact information and addresses, of respected scholars in his/her field, who are not at UH-Manoa, for external evaluation of the applicant's research and academic performance. An evaluator with an academic or equivalent position should hold a rank equal or higher than the rank for which the applicant is applying. The majority of external evaluators must be from an academic institution. The applicant shall not contact possible external evaluators concerning their willingness to participate. All external evaluators are requested to confirm in writing that they have no pre-communication with the applicant concerning his/her application; otherwise, their evaluations are voided. The applicant also shall submit a list of the editorial board members of the journals in which his/her papers have been published. The DPC, together with the DC, shall select at least four of the six names submitted by the applicant and shall add four to six names of other known scholars to the list. The DC shall contact the external reviewers within two weeks after the applicant submits the list, but no later than one week after the application deadline, solicit their written evaluation of the applicant's academic performance, and shall forward these recommendations to the DPC, as they are made available.

3.A.3) The DC shall not participate by voice, vote, presence, or in any other form of communication in the deliberations of the DPC over individual tenure and promotion applications.

3.A.4) The DPC shall thoroughly review the dossier, the supporting material, the recommendations of the external reviewers, and any other relevant material. After review, the DPC shall apply the appropriate criteria detailed in the Departmental "Criteria and Guidelines for Evaluating Faculty Tenure and Promotion Applications" to the candidate's application and determine whether to recommend for or against promotion and/or tenure. Deliberations by a DPC or FPC shall remain confidential within that respective committee.

3.A.5) A vote by secret ballot shall be taken by the DPC regarding recommendation of each candidate. Abstentions are not allowed.

3.A.6) The DPC shall prepare a report explaining its evaluation of the applicant and its recommendation. The report shall include any minority opinion and, in case of a tie vote, the opinions of both sides. A copy of the report, but not the vote numbers, shall be given to the applicant, who may submit additional information and clarifying questions. At the DPC's discretion, the DPC may then revise its report and/or vote again. A copy of the final report, including any minority opinion, and final vote numbers, shall be given to the applicant. The applicant shall then be allowed to submit a written rebuttal, which shall be attached to the DPC final report and recommendation.

3.A.7) The DPC Chair shall forward the dossier and the DPC final report and recommendation (and rebuttal, if any) to the DC and to the candidate

3.A.8) The DC shall thoroughly review the dossier and the DPC final report and recommendation. He/she shall apply the same criteria applied by the DPC to determine whether to recommend for or against the promotion and/or tenure.

3.A.9) The DC shall prepare a report explaining his/her evaluation of the applicant and his/her recommendation. One copy of the report shall be given to the applicant prior to transmittal of the recommendation and a second copy shall be attached to the candidate's dossier. The applicant shall also be allowed to submit a written rebuttal, which shall be attached to the DC report before transmittal to the Dean.

3.A.10) Upon the completion of his/her review, the DC shall transmit the dossier with the DPC and DC recommendations (and rebuttals, if any) to the Dean of the College.

3.A.11) If any of the above procedures conflict with procedures specified by the Collective Bargaining Agreement as per University policy, the latter procedures shall take precedence.

3.B. Documentation

3.B.1) Any accomplishment cited by an applicant in support of his/her application must be documented. Applicants are allowed to revise and replace information one time. Members of the DPC are allowed to retain documentation of the original information until the DPC transmits the dossier, and the DPC final report and recommendation (and rebuttal, if any), to the DC.

3.B.2) The applicant must include all materials in support of the activities and performances in Teaching, Research, and Service during his/her time in rank, or after the DPC assessment of his/her previous tenure and/or promotion application which has not been credited, in the dossier. The applicants may be asked, by the reviewing bodies, to submit additional information and materials, if deemed necessary. The teaching evaluations must have been approved by the Department and must have been conducted by following the University requirements. If requested, the applicant shall furnish the DPC with course outlines and representative examinations of the courses taught. All teaching evaluations shall be made available by the Department to the applicant.

3.B.3) The applicant must furnish the DPC with copies of all publications for the evaluation as indicated in the dossier. The review process for all materials other than peer-reviewed journal papers (conference contributions, pre-prints, reports) must be stated.

4. Procedure for Contract Renewal

4.1) The applicant shall submit his/her application that summarizes his/her activities and accomplishments in teaching, research, and service during the contract period preceding the applicant's application for contract renewal, and all supporting material to the DC who shall forward same to the DPC Chair. The supporting materials include student teaching evaluations for the courses taught and copies of all publications produced. All teaching evaluations shall be made available by the Department to the applicant. Applicants are allowed to revise and replace information one time. Members of the DPC are allowed to retain documentation of the original information until the DPC transmits the application, and the DPC final report and recommendation (and rebuttal, if any), to the DC.

4.2) The DPC shall thoroughly review the application, the supporting materials, and any other relevant materials. The DPC may ask for additional materials as needed. After review, the DPC shall determine, by secret vote, whether to recommend for or against contract renewal. Abstentions are not allowed.

4.3) The DPC shall prepare a report explaining its evaluation of the candidate and its recommendation. The report shall include any minority opinion. A copy of the report, but not the vote numbers, shall be given to the applicant, who may submit additional information and clarifying questions. At the DPC's discretion, the DPC may then revise its report and/or vote again. A copy of the final report, including any minority opinion and vote numbers, shall be given to the applicant. The applicant shall also be allowed to submit a written rebuttal, which shall be attached to the DPC report.

4.4) The DPC Chair shall forward the application, the supporting materials, other relevant materials, and the DPC report and recommendation (and rebuttal, if any) to the DC.

4.5) The DC shall evaluate the performance of the applicant, and prepare a report and recommendation. A copy of the report shall be given to the applicant before transmittal of the report to the Dean of the College. The applicant shall also be allowed to submit a written rebuttal, which shall be attached to the DC report before transmittal to the Dean.

4.6) The applicant shall sign the Contract Renewal Evaluation Form acknowledging that he/she has received copies of the DPC and DC's final reports.

4.7) The DC shall forward the application, the DPC and DC's final reports and recommendations (and rebuttals, if any), and the Contract Renewal Evaluation form to the Dean of the College. All of the preceding shall be completed prior to December 20th, which is the deadline to transmit the reviews to the Dean.

4.8) If any of the above procedures conflict with procedures specified by the Collective Bargaining Agreement as per University policy, the latter procedures shall take precedence.