

## **Clarification on OSAS Procedures for AY 2023-2024**

*The unit formerly known as the Office of Undergraduate Education (OUE) had previously developed its own unified Departmental Procedures Governing Contract Renewal, Tenure and Promotion Policies & Procedures and individual unit Guidelines that were approved in Fall 2018. In September 2020, the unit began discussing updates to the abovementioned documents since it now contains enough tenured members to be able to create its own Faculty Personnel Committee (FPC) without drawing from outside members. On July 1, 2021, as part of the Phase II Reorganization, the unit formerly known as the Office of Undergraduate Education was renamed as the Office of Student Academic Success (OSAS) and was moved from the Academic Affairs to Student Success. In 2021-2022, discussion occurred regarding whether OSAS would adopt the FPC Procedures or explore other options given its new organizational structure.*

*One of the items that needs to be resolved includes whether OSAS will want to be incorporated into Student Success' DPC of the whole or whether they want to proceed with discussions on developing their own procedures. Other items include who would serve as the Dean in such reviews. Under Academic Affairs, the Assistant Vice Chancellor for Undergraduate Education (AVCUE) served as the Dean in contract renewals, tenure and/or promotion and periodic review actions. Historically under Student Success, the Interim Vice Chancellor served in this function as the Dean of Students remained vacant.*

*A Director of Advising has been hired and will start on July 1, 2023, and initial discussion to align the Student Academic Success document and the Student Success document has occurred but it will take time for these matters to be resolved, for these tenure and promotion discussions to conclude and for a vote on the procedures. There is a desire to clarify the current process for those faculty members who are expected to go up for Contract Renewal, Tenure and/or Promotion, or Periodic Review during this third transitional year. In an effort to mitigate any adverse impact for faculty with personnel actions this academic year, it was determined that the OSAS would follow similar procedures that it has followed for the past four years. There have been no modifications to clarification guidelines from last year.*

*This document clarifies the process to be followed for faculty under OSAS who are going up for Contract Renewals, Tenure and/or Promotion, or Periodic Review during the 2023-2024 academic year.*

**The Assistant Vice Provost for Student Academic Success (AVPSAS) will serve in the capacity as the Dean for personnel actions this academic year.**

**The FPC will consist of five (5) or more tenured faculty who will serve for a period of one year.**

**As individual units under the OSAS do not contain enough tenured members to form a departmental personnel committee (DPC), the Assistant Vice Provost for Student Academic Success (AVPSAS) or his/her designee will, in consultation with the directors of each unit, form joint OUE faculty personnel committees (FPC) for all units for AY 2023-2024.**

**Eligible FPC members include faculty within OSAS that are of equal or higher rank to which the candidate is applying. Candidates for annual contract renewal, or tenure and/or promotion, or those faculty who are on leave during the academic year are ineligible to serve on the FPC.**

**In an effort to provide each candidate with feedback from their unit, all available OSAS faculty at equal or higher rank to which the candidate is applying from their unit will be seated on the committee first.**

**Selection of additional FPC members will be based on a vote taken of all tenured and tenure-track faculty within OSAS. Potential FPC members will be ranked according to the number of votes they receive. Additional faculty members will be chosen based on the highest number of votes.**

If there are insufficient faculty members in OSAS at rank to form a full FPC, the AVPSAS, in consultation with the directors of each unit, may choose tenured full-time faculty from programs within the University of Hawai'i at Mānoa (UHM) which are related to the candidate's responsibilities.

A list of all potential Tenure and Contract Renewal candidates will be created.

Individual candidates will be given an opportunity to request exclusion of up to one FPC member if the candidate believes that a conflict exists that would prevent a faculty member's fair evaluation of a tenure or promotion application made by the candidate. The request must be received by the AVPSAS (or his/her designee) prior to the announcement of the potential FPC members.

Any individual who is not a tenured Bargaining Unit 7 member is strictly excluded from voting for the tenure or contract renewal of another faculty member.

All OSAS faculty members were notified that OSAS will be following the same process as last year. Those who will be reviewed for any action (contract renewal and tenure and/or promotion) were consulted.

I concur with the above statement clarifying the procedures for individuals going up for personnel actions in AY 2023-2024.

Penny-Bee Bovard

*Penny-Bee Kapilalohu Bovard*

R.J. Ozoa-Aglugub

*RJ Ozoa-Aglugub*

~~Diana Thompson~~ (Resigned)

Melissa Jones

*Melissa Jones*

Lauren Prepose-Forsen

*Lauren Prepose-Forsen*

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Megumi Makino-Kanehiro

*Megumi I. Makino-Kanehiro*

Andrea Hazzard

*Andrea Hazzard*

Katrina-Ann Kapā Oliveira

*Katrina-Ann Kapā Oliveira*

Lori Ideta

*Lori M. Ideta*

Michael Bruno

*Michael Bruno*

Garrett Clanin

*Garrett Clanin*

University of Hawaii  
Professional Assembly

*James D. K. Indusik*












# 23-24 Clarification on OSAS Procedures

Final Audit Report


2023-08-21


Created:	2023-07-22
By:	Katrina-Ann Oliveira (katrinaa@hawaii.edu)
Status:	Expired
Transaction ID:	CBJCHBCAABAAEQ3qISitd9i1KycKTWysXJHaiqqI26nA


## "23-24 Clarification on OSAS Procedures" History

-  Document created by Katrina-Ann Oliveira (katrinaa@hawaii.edu)  
2023-07-22 - 2:42:29 AM GMT- IP address: 66.8.174.179
-  Document emailed to Katrina-Ann Oliveira (katrinaa@hawaii.edu) for signature  
2023-07-22 - 2:45:06 AM GMT
-  Agreement viewed by Katrina-Ann Oliveira (katrinaa@hawaii.edu)  
2023-07-22 - 2:45:06 AM GMT- IP address: 66.8.174.179
-  Document emailed to Penny-Bee Bovard (pennybee@hawaii.edu) for signature  
2023-07-22 - 2:45:06 AM GMT
-  Document emailed to rjma@hawaii.edu for signature  
2023-07-22 - 2:45:06 AM GMT
-  Document emailed to Diana Thompson (dianalt@hawaii.edu) for signature  
2023-07-22 - 2:45:07 AM GMT
-  Document emailed to melissa.jones@hawaii.edu for signature  
2023-07-22 - 2:45:07 AM GMT
-  Document emailed to Lauren Prepose (lprepose@hawaii.edu) for signature  
2023-07-22 - 2:45:07 AM GMT
-  Document emailed to makino@hawaii.edu for signature  
2023-07-22 - 2:45:07 AM GMT
-  Document emailed to ahazzard@hawaii.edu for signature  
2023-07-22 - 2:45:07 AM GMT
-  Document emailed to ideta@hawaii.edu for signature  
2023-07-22 - 2:45:08 AM GMT


-  Document emailed to bruno@hawaii.edu for signature  
2023-07-22 - 2:45:08 AM GMT
-  Email viewed by rjma@hawaii.edu  
2023-07-22 - 2:45:13 AM GMT- IP address: 66.249.84.4
-  Email viewed by Penny-Bee Bovard (pennybee@hawaii.edu)  
2023-07-22 - 2:45:14 AM GMT- IP address: 66.249.84.5
-  Document e-signed by Katrina-Ann Oliveira (katrinaa@hawaii.edu)  
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-  Email viewed by makino@hawaii.edu  
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-  Agreement viewed by Penny-Bee Bovard (pennybee@hawaii.edu)  
2023-07-22 - 2:45:32 AM GMT- IP address: 72.234.140.195
-  Email viewed by melissa.jones@hawaii.edu  
2023-07-22 - 2:45:44 AM GMT- IP address: 66.249.84.3
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2023-07-22 - 2:46:24 AM GMT
-  Document e-signed by Penny-Bee Bovard (pennybee@hawaii.edu)  
Signature Date: 2023-07-22 - 2:47:38 AM GMT - Time Source: server- IP address: 72.234.140.195
-  Agreement viewed by melissa.jones@hawaii.edu  
2023-07-22 - 2:53:53 AM GMT- IP address: 72.253.245.98
-  Agreement viewed by makino@hawaii.edu  
2023-07-22 - 2:56:32 AM GMT- IP address: 141.239.232.198
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-  Document emailed to mbruno@hawaii.edu for signature  
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-  Signer makino@hawaii.edu entered name at signing as Megumi I. Makino-Kanehiro  
2023-07-22 - 2:57:57 AM GMT- IP address: 141.239.232.198
-  Document e-signed by Megumi I. Makino-Kanehiro (makino@hawaii.edu)  
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-  Email viewed by ideta@hawaii.edu  
2023-07-22 - 3:04:35 AM GMT- IP address: 104.28.85.34

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2023-07-22 - 3:43:30 AM GMT- IP address: 66.249.84.7


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2023-07-22 - 8:24:26 AM GMT- IP address: 104.28.72.32

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2023-07-22 - 6:35:01 PM GMT- IP address: 66.249.84.7


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2023-07-24 - 4:18:35 PM GMT- IP address: 128.171.113.48

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2023-07-24 - 4:19:00 PM GMT- IP address: 128.171.113.48

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Signature Date: 2023-07-24 - 4:19:02 PM GMT - Time Source: server- IP address: 128.171.113.48


 Signer melissa.jones@hawaii.edu entered name at signing as Melissa Jones  
2023-07-24 - 6:18:32 PM GMT- IP address: 72.253.245.98

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 Email viewed by Lauren Prepose (lprepose@hawaii.edu)  
2023-07-24 - 6:51:07 PM GMT- IP address: 66.249.84.6

 Agreement viewed by mbruno@hawaii.edu  
2023-07-24 - 7:26:25 PM GMT- IP address: 128.171.7.11

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2023-07-24 - 7:26:43 PM GMT- IP address: 128.171.7.11


 Document e-signed by Michael Bruno (mbruno@hawaii.edu)  
Signature Date: 2023-07-24 - 7:26:46 PM GMT - Time Source: server- IP address: 128.171.7.11


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2023-08-03 - 9:43:57 PM GMT- IP address: 172.56.44.238


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2023-08-03 - 9:51:40 PM GMT- IP address: 172.56.44.238

 Signer ahazzard@hawaii.edu entered name at signing as Andrea S.D. Hazzard  
2023-08-03 - 11:32:51 PM GMT- IP address: 172.56.44.238

 Document e-signed by Andrea S.D. Hazzard (ahazzard@hawaii.edu)  
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# 23-24 Clarification on OSAS Procedures first set of signatures

Interim Agreement Report









2023-10-11

Created:	2023-09-15
By:	Katrina-Ann Oliveira (katrinaa@hawaii.edu)
Status:	Out for Signature
Transaction ID:	CBJCHBCAABAABJ4mZ0tme2LNfn9VLB0fNpYrEzpKbcl

## Agreement History

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

## "23-24 Clarification on OSAS Procedures first set of signatures" History


-  Document created by Katrina-Ann Oliveira (katrinaa@hawaii.edu)  
2023-09-15 - 9:21:46 PM GMT - IP address: 66.8.174.179
-  Document emailed to Diana Thompson (dianalt@hawaii.edu) for signature  
2023-09-15 - 9:25:13 PM GMT
-  Document emailed to rjma@hawaii.edu for signature  
2023-09-15 - 9:25:13 PM GMT
-  Document emailed to Lauren Prepose (lprepose@hawaii.edu) for signature  
2023-09-15 - 9:25:13 PM GMT
-  Document emailed to garrettc@hawaii.edu for signature  
2023-09-15 - 9:25:13 PM GMT
-  Email viewed by garrettc@hawaii.edu  
2023-09-15 - 9:26:59 PM GMT - IP address: 66.249.84.4
-  Agreement viewed by garrettc@hawaii.edu  
2023-09-15 - 9:29:02 PM GMT - IP address: 128.171.180.160
-  Signer garrettc@hawaii.edu entered name at signing as Garrett Clanin  
2023-09-15 - 9:33:13 PM GMT - IP address: 128.171.180.160


-  Document e-signed by Garrett Clanin (garrettc@hawaii.edu)  
Signature Date: 2023-09-15 - 9:33:15 PM GMT - Time Source: server- IP address: 128.171.180.160
-  Email viewed by Diana Thompson (dianalt@hawaii.edu)  
2023-09-15 - 9:35:34 PM GMT- IP address: 66.249.84.7
-  Email viewed by Lauren Prepose (lprepose@hawaii.edu)  
2023-09-15 - 9:36:28 PM GMT- IP address: 66.249.84.5
-  Email viewed by rjma@hawaii.edu  
2023-09-15 - 9:47:56 PM GMT- IP address: 104.28.116.26
-  Agreement viewed by Katrina-Ann Oliveira (katrinaa@hawaii.edu)  
2023-10-03 - 1:52:32 AM GMT- IP address: 66.8.174.179
-  Katrina-Ann Oliveira (katrinaa@hawaii.edu) replaced signer Diana Thompson (dianalt@hawaii.edu) with Lauren Prepose (lprepose@hawaii.edu)  
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-  Document emailed to Lauren Prepose (lprepose@hawaii.edu) for signature  
2023-10-03 - 1:57:28 AM GMT
-  Email viewed by Lauren Prepose (lprepose@hawaii.edu)  
2023-10-03 - 2:31:56 AM GMT- IP address: 66.249.84.6
-  Reminder sent to rjma@hawaii.edu  
2023-10-04 - 3:35:56 AM GMT
-  Email viewed by rjma@hawaii.edu  
2023-10-04 - 3:36:05 AM GMT- IP address: 66.249.84.7
-  Reminder sent to Lauren Prepose (lprepose@hawaii.edu)  
2023-10-04 - 3:37:30 AM GMT
-  Reminder sent to rjma@hawaii.edu  
2023-10-05 - 5:29:52 AM GMT
-  Reminder sent to Lauren Prepose (lprepose@hawaii.edu)  
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-  Email viewed by rjma@hawaii.edu  
2023-10-05 - 5:40:25 AM GMT- IP address: 66.249.84.7
-  Reminder sent to rjma@hawaii.edu  
2023-10-06 - 7:39:30 AM GMT



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2023-10-06 - 7:41:11 AM GMT


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2023-10-06 - 8:44:30 AM GMT- IP address: 104.28.124.27

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2023-10-07 - 5:49:27 AM GMT

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2023-10-08 - 2:17:57 AM GMT


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2023-10-08 - 2:19:29 AM GMT


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2023-10-08 - 2:32:32 AM GMT- IP address: 172.225.108.99

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2023-10-09 - 1:59:22 AM GMT

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2023-10-09 - 2:05:45 AM GMT

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2023-10-09 - 8:36:04 AM GMT- IP address: 172.225.89.229

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2023-10-10 - 1:42:32 AM GMT- IP address: 128.171.181.194

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2023-10-10 - 3:56:16 AM GMT

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2023-10-10 - 11:44:04 PM GMT- IP address: 66.249.84.4

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2023-10-10 - 11:44:16 PM GMT- IP address: 166.122.45.85









# SAS 23-24 Clarification on OSAS Procedures first set of signatures

Final Audit Report

2023-10-11

Created:	2023-10-11
By:	Katrina-Ann Oliveira (katrinaa@hawaii.edu)
Status:	Signed
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Number of Documents:	1
Document page count:	10
Number of supporting files:	0
Supporting files page count:	0

## "SAS 23-24 Clarification on OSAS Procedures first set of signatures" History

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-  Agreement viewed by Katrina-Ann Oliveira (katrinaa@hawaii.edu)  
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-  Reminder sent to Lauren Prepose (lprepose@hawaii.edu)  
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-  Email viewed by Lauren Prepose (lprepose@hawaii.edu)  
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-  Agreement viewed by Lauren Prepose (lprepose@hawaii.edu)  
2023-10-11 - 8:45:50 PM GMT- IP address: 72.234.165.180
-  Signer Lauren Prepose (lprepose@hawaii.edu) entered name at signing as Lauren Prepose-Forsen  
2023-10-11 - 8:46:07 PM GMT- IP address: 72.234.165.180
-  Document e-signed by Lauren Prepose-Forsen (lprepose@hawaii.edu)  
Signature Date: 2023-10-11 - 8:46:09 PM GMT - Time Source: server- IP address: 72.234.165.180

✔ Agreement completed.  
2023-10-11 - 8:46:09 PM GMT