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**University of Hawai'i at Mānoa Outreach College  
Departmental Personnel Committee Policies and Procedures**

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**I. INTRODUCTION**

The policies and procedures of the University of Hawai'i on promotion, tenure, and contract renewal for faculty appear in the current collective bargaining agreement. All faculty specialists with Outreach College are urged to become familiar with these policies and regularly communicate their plans with their Department Chair to determine appropriate timelines in accordance with University deadlines. Any condition of this document that is not in compliance with the current contract between the University of Hawai'i Professional Assembly (UHPA) and the Board of Regents of the University of Hawai'i shall be null and void.

University policies and procedures require that each college have its own internal procedures. Outreach College is currently organized into four programming units of varying sizes, some which employ as few as a single faculty specialist. Because of the unique nature of its organizational structure, Outreach College maintains a college-wide, rather than departmental, personnel committees. The DPC procedures outlined in this document cover all specialist faculty members in Outreach College.

**II. COMPOSITION AND RESPONSIBILITIES**

**(a) Composition**

There is hereby established an Outreach College Department Personnel Committee (DPC) which shall consist of five (5) members.

**(b) Election**

Membership in the committee shall be determined by an election in which all Outreach College faculty in bargaining unit 07 shall be eligible to vote. Elections are held annually in June for two-year terms that run July 1 to June 30. Membership is staggered so a maximum of three (3) new members are elected each year.

All Outreach College bargaining unit 07 faculty members shall be considered eligible to serve as committee members and shall be nominees for election with the exception of those who are on extended leaves of absence, or who provide the Dean of the College with a compelling reason for exemption in writing by June 1st of the election year.

In the event that the number of bargaining unit 07 faculty members eligible for and nonexempt from election is equal to or less than five (5), these faculty members shall automatically become members of the committee and no election will be held.

Elections shall be by secret ballot and shall be the responsibility of the DPC Chair. Candidates receiving the highest number of votes for the number of vacancies shall be elected. In the event of a tie, a run-off election shall be held. The candidate with the next highest number of votes or the loser of any required run-off election will be considered the DPC alternate for when an alternate may be needed.

**(c) Filling Of Vacancy**

In the event a DPC member cannot complete their term of office and there are at least two bargaining unit 07 faculty members eligible to fill the vacancy, a special election shall be held within two (2) weeks of formal notification to the DPC. In the event that there is only one bargaining unit 07 faculty member eligible to fill the vacancy, that individual shall automatically fill the vacancy and no special election will be held.

**(d) Term Of Office**

DPC members shall be elected and shall serve for two (2) years. The term of office shall begin on the first day of July. Committee members may be reelected to succeed themselves.

**(e) DPC Chair**

The chair of the DPC shall be elected by majority vote of the committee. A chair is elected, unless otherwise agreed upon by the committee, for a two-year term. In the event that the elected chair is unable to complete their term as chair, a new chair shall be elected by majority vote of the committee and serve for the remainder of the two-year term.

**(f) Voting**

Any action taken by the committee shall be by a simple majority vote of the eligible voting members of the committee. Two-thirds (2/3), or a minimum of three (3) eligible voting members of the committee (whichever number is higher), shall constitute a quorum.

Non-tenured DPC members may participate in all deliberations of the committee, including contract renewal and promotion of non-tenured faculty. Non-tenured DPC members may vote on contract renewals and promotion applications of non-tenured faculty. For promotions, the DPC member must be at the equivalent rank or higher to which the candidate is seeking promotion.

A duly elected member of the DPC whose own application for promotion is being considered by the committee shall be removed from the DPC for the duration of the deliberation related to their application. This member of the DPC shall be replaced by the DPC alternate if that member is at the appropriate rank. In the event this member is the chair of the DPC, the remaining committee members shall elect an interim chair for the duration of said deliberations. In the event this member is a tenured bargaining unit 07 faculty member and is applying for promotion, the procedure for creating an ad hoc faculty personnel committee (FPC) as outlined in (Section I.h.) will be followed.

**(g) Faculty Personnel Committee for non-tenured faculty promotions**

In the event of a promotion application where there are fewer than five (5) Outreach College faculty members eligible (i.e., at the appropriate rank or higher) or available to serve on the DPC when a promotion application is up for review, then an ad hoc Faculty Personnel Committee (FPC) will be formed by the Dean of the college for the duration of that review process. The FPC will consist of the current DPC members eligible to participate plus enough eligible bargaining unit 07 faculty from outside of Outreach College to create a committee of five (5) bargaining unit 07 faculty who are at the appropriate rank to participate. The Dean will make appointments of such outside members after consultation with the respective department chair.

**(h) Faculty Personnel Committee for tenured faculty promotion**

**applications or tenure-track faculty tenure applications**

If a tenure-track or tenured Outreach College faculty member applies for tenure or promotion, and there are not enough tenured Outreach College faculty members at the appropriate rank to form a DPC, then an ad hoc Faculty Personnel Committee (FPC) will be formed by the Dean of the college for the duration of that review process. The FPC will consist of the current tenured DPC members eligible to participate plus enough eligible tenured bargaining unit 07 faculty from outside of Outreach College to create a committee of five (5) bargaining unit 07 faculty who are at the appropriate rank. The Dean will make appointments of such outside members after consultation with the respective department chair.

**II. POWERS, DUTIES, AND FUNCTIONS OF THE COMMITTEE:**

The DPC shall:

- (a) Pursuant to the Unit 07 Collective Bargaining Agreement (CBA), make whatever recommendations and assessments may be required of the Department Personnel Committee;
- (b) Advise the Dean of the College on matters concerning contract renewals for probationary faculty, tenure appointments and promotions with voting conducted by secret ballot;
- (c) Conduct reviews of non-tenure-track faculty with limited term appointments and make recommendations to the Dean;
- (d) Review nominations and applications for merit awards as allowable or as may be provided by the CBA and/or subsequent Memoranda of Agreement negotiated pursuant to the CBA, and make recommendations to the Dean;
- (e) Develop and maintain departmental expectations and procedures for tenure, promotion, post-tenure review and merit awards;
- (f) Advise faculty of the procedures and requirements for applying for tenure and promotion, as well as other DPC policies and procedures;
- (g) Perform such other related advisory duties as may be requested by the Dean of the College.

**III. PROCEDURES FOR ANNUAL REVIEW OF NON-TENURE-TRACK FACULTY WITH**

**LIMITED TERM APPOINTMENTS**

- (a) Non-tenure-track faculty on limited term one-year appointments or on limited term three-year rolling appointments shall be reviewed annually in October or November. An evaluation and recommendation form will be initiated by the college personnel officer and forwarded to the DPC chair. The form will provide for the assessment by the department chair and the DPC of the faculty member's performance;
- (b) The DPC chair sends a standard memo to faculty requesting them to submit a narrative statement in support of their reappointment;
- (c) Non-tenured faculty submit the required narrative to the DPC chair by the deadline specified in the above memo; participants may revise their narrative or add additional materials in support of their reappointment up to two (2) weeks after the submission deadline;
- (d) Upon completion of its review, the DPC will record its recommendation in a narrative highlighting areas in which the faculty member meets, exceeds, or needs to improve upon criteria outlined in "Outreach College Assessment Criteria: Departmental Expectations." The DPC chair will transmit both documents to the appropriate department chair who will perform their own assessment and make their own recommendation;
- (e) The department chair will meet with the faculty member under review and discuss the DPC's and the chair's assessments and recommendations. If there is no department chair or if the department chair is the faculty member being reviewed, the DPC chair will meet with the faculty member or the department chair and review the DPC assessment and recommendation. However, the DPC chair does not write or verbally provide a separate assessment and recommendation. In addition to discussing the assessments and recommendations, the department chair or DPC chair, in the case where the department chair is the faculty member being reviewed, will have the faculty member being reviewed sign the "evaluation and recommendation form," acknowledging that that review has taken place. After the review, the department chair will sign as well. In the case where the DPC chair is conducting the review, the signature line for department chair is left blank. Upon completion of the review and signing of the "evaluation and

recommendation form," the department chair or DPC chair (depending on who conducted the review) will forward the "evaluation and recommendation form," the DPC assessment and the department chair assessment, if applicable, to the Dean;

- (f) The DPC chair will let candidates know that they may request that one (1) member (and only one) of the Department Personnel Committee step down from their case. The candidate need not present any reason for exercising this option. In such an instance, the candidate shall inform the Chair of the Department Personnel Committee that they wish that member to step down. If and when this situation arises, the Alternate DPC member shall replace the selected DPC member.

### **Voting**

All DPC members, regardless of tenure status, may vote on contract renewals of non-tenured faculty. Final voting on all recommendations for reappointment shall be done by secret ballot.

## **III. PROCEDURES FOR REVIEW OF TENURE AND FOR REVIEW OF PROMOTION APPLICATIONS**

**Distribution, submission and report of tenure and promotion applications shall be as follows:**

- (a) The Dean's Office distributes policies, procedures and deadlines to faculty by the deadline specified by the Office of the Provost;
- (b) Applicants submit the required dossier to the department chair by the deadline specified by the Office of the Provost; in the event there is no department chair or the department chair is the applicant, the submission is made to the DPC chair;
- (c) Upon receipt of an application, the department chair completes a Tenure and Promotion Application Report and forwards it to the Dean by the deadline specified by the Office of the Provost; the department chair also forwards a copy of the report to the DPC chair. In the event there is no department chair or the department chair is the applicant, the report is made by the DPC chair and forwarded to the Dean as specified above;
- (d) If there is a department chair, the chair will deliver applicant dossiers to the

DPC chair;

- (e) The DPC chair will let candidates for tenure or promotion know that they may request that one (1) member (and only one) of the Department Personnel Committee step down from their case. The candidate need not present any reason for exercising this option. In such an instance, the candidate shall inform the Chair of the Department Personnel Committee that they wish that member to step down. If and when this situation arises, the Alternate DPC member shall replace the selected DPC member.

**Solicitation of External Evaluations by the DPC Chair shall be as follows:**

- (a) At least three (3) weeks prior to the deadline for submitting dossiers, the DPC chair requests each applicant to provide, in writing, three to five (3-5) names and contact information of respected practitioners/scholars in the field who are not at the University of Hawai'i at Mānoa for an external evaluation of the applicant's work. Applicants are also requested to provide a curriculum vita and a narrative summary of the "Statement of Endeavors" and "Statement on Present and Future Value" (tenure applicants only) section(s) of their application;
- (b) The DPC will create a list of names equal to the list provided by the applicant and solicit those individuals for an external review as well. These names will remain anonymous to the applicant;
- (c) The DPC chair prepares a standard cover letter soliciting the evaluation and sends it to each evaluator, enclosing the applicant's vita, narrative summary and other appropriate materials. All materials will be returned to the DPC Chair and will be "Confidential";
- (d) The number of confidential letters solicited by the DPC is included in the Department Assessment section of the application; however, the authors of confidential letters are not disclosed;
- (e) Letters from Evaluators are "Confidential" and are not shown to the applicant at any time.

**Revisions and the Additional Materials:**

The DPC may return the dossier to the candidate indicating that there are errors or items that need attention. A candidate may revise his or her application or add additional materials to their dossier after the DPC's initial

review and before it is forwarded to the Dean for review.

### **Voting**

All DPC members, regardless of tenure status, may vote on promotion applications of non-tenured faculty, if they are at the appropriate rank. Final voting on all recommendations for reappointment shall be done by secret ballot and the result shall be recorded in the appropriate section of the promotion application.

### **Transmittal of dossiers shall be as follows:**

Upon completion of the DPC/Department Chair review, dossiers shall be transmitted to the Dean by the deadline indicated by the Office of the Provost.

## **IV. PROCEDURES FOR TENURE-TRACK FACULTY CONTRACT RENEWALS**

### **Procedures for tenure-track faculty contract renewals shall be as follows:**

- (a) Performance assessments and recommendations are conducted during the probationary period in a manner consistent with the CBA. A reappointment recommendation form is initiated by the college personnel officer and forwarded to the DPC chair. The form will provide for the assessment by the department chair and the DPC of the faculty member's performance;
- (b) The DPC chair sends a standard memo to faculty requesting them to submit a narrative statement in support of their contract renewal outlining endeavors and present and future value;
- (c) Applicants submit the required narrative to the DPC chair by the deadline specified in the above memo; candidates may revise their narrative or add additional materials in support of their contract renewal up to two (2) weeks after the submission deadline;
- (d) Additional information from students, faculty and other sources may be solicited; no anonymous information will be accepted;
- (e) Upon completion of its review, the DPC will record its recommendation on the annual assessment and reappointment form and transmit it to the appropriate department chair who will make an assessment and recommendation. The department chair will then show the assessments and recommendations to the faculty member before forwarding these to the



Dean. If there is no department chair, the above will be conducted by the DPC chair;

- (f) A candidate for contract renewal may request that one (1) member (and only one) of the Department Personnel Committee step down from their case. The candidate need not present any reason for exercising this option. In such an instance, the candidate shall inform the Chair of the Department Personnel Committee that they wish that member to step down. If and when this situation arises, the DPC Alternate shall replace the selected DPC member.

### **Voting**

Final voting on all recommendations for contract renewal shall be done by secret ballot.

## **VI. ADOPTION OF PROCEDURES AND AMENDMENTS:**

**Procedures shall be adopted with approval by a majority vote of the faculty of the Outreach College.**

- (a) Faculty may submit recommendations for changes in the procedures to the DPC via its chair at any time;
- (b) The DPC shall review proposed procedures and amendments, propose them to the faculty of the College, conduct a vote on proposed changes and adopt or reject procedures and amendments on the basis of the vote;
- (c) The proposed amendment shall be sent through the Dean to the Office of the Provost and the Union for review and approval, which shall not be unreasonably withheld. Approved amended procedures shall be filed with the Union, the Dean and Provost.