

SCHOOL OF CINEMATIC ARTS DEPARTMENT PROCEDURES

DEPARTMENT CHAIR

Responsibilities

Per Executive Policy 5.219, the Chair is responsible to the Dean of the college for the following functions as they apply to the department: providing the courses required by the curriculum; preparation of the department budget; expenditure of funds allocated to the department; assessment of faculty performance recommendations for reappointments and for appointments to unfilled positions; recommendations for promotions; assessment of faculty members not on tenure; assignment of courses and proper departmental balance of teaching load in accordance with department workload policies; supervision of instruction; direction of graduate assistants; improvement of instruction and encouragement of research; implementing University rules limiting "overload" teaching, periodic review of tenured faculty and other compensated work.

Procedure to Recommend Department Chair to the Dean

The recommendation for Chair shall be based on a majority vote of all bargaining unit Faculty Members in the Department. By the end of February of the final year of the Department Chair's term, the faculty will undertake the Chair Recommendation process.

1. Prior to the appointment or reappointment of the Chair, the department personnel committee (DPC) Chair will solicit nominations for Department Chair from all faculty in the department. If the DPC Chair wishes to be a candidate in the process, supervision will be passed to the faculty member with the greatest seniority, starting with rank, who wishes not to be a candidate.
2. Nominations should be for tenured or (tenure-track faculty), at Rank 4 or 5. Faculty may self-nominate or decline a nomination.
3. The DPC Chair creates a ballot, conducts the vote, and counts the ballots. All bargaining unit faculty members in the department are eligible to vote, regardless of sabbatical or leave status. Voting is by secret ballot.¹
4. Majority determination: The determination of a recommendation of Chair will be based on a majority vote. If no candidate receives a majority, the candidate with the fewest votes shall be removed from the voting list and the vote repeated; and that process shall be repeated until one of the candidates receives a majority.

¹ Lecturers teaching 7 credits or more are bargaining unit members

In the event that there is a tie, there will be a revote, if the votes remain the same, the results of the balloting will be reported to the Dean without a recommendation.

5. By the end of the spring semester or within the timeframe specified by the Dean's Office, the name of the person is submitted as a recommendation to the Dean who will then appoint the Chair of the Department

Conflicts of Interest

Where the Chair may have a personal relationship or another source of real or perceived bias with another department faculty member, the DPC Chair may be designated as Acting Chair for purposes of periodic review. In this circumstance, for contract renewal and tenure and promotion, the DPC Chair may be tasked to take on the coordination functions such as securing external reviewers. No Department Chair assessment will be rendered.

TEACHING EVALUATIONS

Executive Policy 5.221 (attachment 1) states that teaching is the University's highest priority and the most important duty of its faculty. "This primary focus entails the responsibility to develop an educational philosophy and methodology that will challenge and stimulate students; to demonstrate academic rigor and discipline; and to assist students to understand concepts, solve problems, and to learn to think independently." In addition to providing feedback for self-improvement, teaching evaluations are frequently used in contract renewal assessments and in decisions to continue employment of lecturers. Teaching evaluations are also useful to mentor and counsel faculty and to identify outstanding teachers for awards.

Peer Observations

SCA includes classroom visits and peer reviews in their procedures and requires such reviews for probationary (tenure eligible) faculty and faculty not eligible for faculty. Senior faculty (full, then associate) are assigned to go to the candidate's class (contract renewal/tenure/promotion) based on the availability of the reviewers to attend the candidate's class. The SCA administrator will determine senior faculty availability for classroom visits. On different days, two faculty members will review the candidate as they teach the same course. The report is submitted to the DPC Chair for DPC review. The DPC Chair will redact the names of the reviewers and provide the assessments to the candidate with sufficient time so that the candidate may provide written feedback or context to the DPC before the DPC meets to discuss the dossier.

Course Evaluation Share Policy

SCA's CES sharing rule is "Share lecturers only"

Change Procedure

Decisions to change the CES sharing rule will be made by a majority vote of all tenure-line and tenured faculty members, following notice of such a vote and subsequent open discussion in a department meeting.

A departmental record of when and how such decisions are made shall be kept by the Chair. A summary of votes will be communicated to the Office of the Vice Provost for Academic Excellence by emailing the vote details to uhmces@hawaii.edu.

CONTRACT RENEWAL, TENURE, PROMOTION REVIEW PROCEDURES

Dossier Guidelines

An applicant up for contract renewal, tenure, and/or promotion must submit all documentation as required by the appropriate University of Hawai'i at Mānoa Criteria and Guidelines for Faculty Tenure/Promotion using the eDossier system. The applicant should use the Department Criteria for Promotion and Tenure established by the School of Cinematic Arts while preparing their materials. The deadline for submitting the dossier and supporting documentation by the applicant is specified annually in the appropriate University of Hawai'i at Mānoa Criteria and Guidelines for Faculty Tenure/Promotion Application.

Application Guidelines

UH Mānoa eDossier Applications

In the Dossier tab on the Tenure and Promotion website, ensure that your documents are uploaded correctly and contain the categories appropriate to your dossier type:

Tenure and/or Promotion/Contract Renewal Dossiers

- Employment Details
- Criteria and Guidelines
- Credentials and Experience
- Endeavors
- All Course Evaluations
- Bibliography/Filmography

* For I2 in-rank promotion applicants (e.g. I2-A to I2-B), headings should be as follows

- Employment Details
- Professional Statement of Instructor Role at Appropriate Rank (3 Pages) Articulate how you meet the criteria for placement at the rank applied for
- Curriculum Vitae
- All Course Evaluations

Co-Authored Works

If co-authored works are included in the dossier, the applicant shall describe the significance of collaborative work in their field of study/creative endeavor. The applicant's relative contribution to co-authored works shall be included, indicating their:

1. proportion of time and effort in the functions of conceptualization, research, analysis, and/or writing, and production.
2. total proportion of time and effort in the research, publication, production, and distribution.

DEPARTMENT PERSONNEL COMMITTEE (DPC) PROCEDURES

Functions of the DPC

To review the applications of all SCA faculty who apply for promotion and/or tenure and assess in writing their strengths and weaknesses.

To make a recommendation as to whether an applicant should be granted tenure and/or promotion for which they have applied.

Contract renewal review of tenure-track (probationary) and instructional faculty.

To review the application of each tenure-track (probationary) faculty member for evaluation as scheduled by the OVPAE.

To propose in writing whether each tenure-track (probationary) faculty member should be recommended for continued employment in her/his current position.

Conformity

All criteria and procedures herein are intended to comply with current University of Hawai'i Board of Regents (BOR) policies, Executive Policies, and the Collective Bargaining Agreement (CBA) between the BOR and the University of Hawai'i Professional Assembly (UHPA).

DPC/FPC Composition and Eligibility:

DPC service is a faculty obligation. The DPC will consist of five or more tenured faculty members of equal or higher rank sought by the applicant. All tenured faculty members on duty will be part of the DPC for tenure review and all full professors on duty will be part of the DPC for promotions to full professor.

All DPC members must be tenured Bargaining Unit 07 members of the Mānoa campus. A DPC member who has applied for promotion in a specific academic year is not eligible to serve on the DPC when his/her application will be considered. Faculty excluded from participation in the DPC include the Department Chair, faculty on leave or sabbatical, faculty currently serving in an Executive/Managerial position, Emeritus, or Adjunct, or other persons who do not hold an active tenured position or are not members of Bargaining Unit 07. In the event that a total of at least five tenured SCA faculty members are not available to serve on the DPC, the Dean of the College, in consultation with the Department Chair, shall appoint faculty members from other disciplines as appropriate to ensure that the DPC, now named the FPC, has at least five members. Joint hires may require the inclusion of members from other units, following clarification documents established for the position.

Untenured faculty members may not participate in, or be present for, any deliberations and final voting on any tenure, promotion, or contract renewal of another faculty member. The SCA Chair 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.

Selection and Appointment

The Chair of the DPC/FPC will conduct secret balloting voting after the deliberation by the DPC/FPC

Exclusions by Applicants (DPC/FPC)

A candidate for tenure and/or promotion may exclude participation of a single DPC/FPC member where the candidate believes that a conflict exists that would prevent the DPC/FPC member's fair evaluation of a tenure or promotion application made by the candidate. This exclusion option may only be exercised when the applicant will be considered for tenure and/or promotion, not contract renewal. The applicant shall inform the Chair of the name of the excluded faculty member by September 1 prior to submission of application

DPC/FPC Chair Selection & Responsibilities

The Chair of the DPC/FPC will be elected by the membership of the DPC from among the members of the committee. DPC Chair will be selected by DPC members through a secret ballot.

Once the DPC/FPC Chair has been selected, the DPC/FPC Chair shall forward membership to the Dean.

The DPC Chair is responsible for reminding applicants for tenure and promotion to provide their external review nominations by May 1st of the Spring preceding tenure/promotion application submission. The DPC Chair is also responsible for collecting external reviewer letters for the candidate's dossier and for scheduling meetings of the DPC for deliberation.

Meetings and Voting

Conflict of Interest and Recusals

Faculty Members participating in all Personnel Committees have the responsibility for avoiding conflicts of roles by recusing themselves from the process when such conflicts exist (CBA Article XII.G.2.i). Conflicts of interest occur when a reviewer has some personal stake or conflicting role in the outcome of an applicant's application, or when a reviewer holds multiple roles with respect to the application that could reasonably be expected to generate conflicting perspectives for a review.

If a member recuses themselves from the DPC/FPC, deliberation and voting will continue if five or more members remain. If a DPC member leaves the committee for an individual applicant, and this reduces the number of committee members to less than five, then another eligible faculty member must be added to the committee in consultation with the Dean of the College and the Department Chair. Deliberations should begin again with the newly formed committee.

Abstentions

DPC/FPC members may not abstain from voting per an MOU between UH Mānoa and UHPA.

Confidentiality

Deliberations and actions of the DPC/FPC relating to specific faculty personnel actions shall be confidential. DPC/FPC discussions are confidential, and must remain between members attending the DPC/FPC meetings. Committee members are under an obligation to preserve this confidentiality. There shall be no recording of DPC discussions.

The applicant shall not attempt to influence or communicate with the committees or their members regarding the review of their application.

Voting

In order to protect and enhance the integrity of the Faculty participation in this process, the DPC, DC, and TPRC shall proceed with the utmost discretion and in a confidential manner (CBA XII). There shall be strict exclusion from voting of any individual who is not a tenured Bargaining

Unit 07 member over the tenure or contract renewal of another Faculty Member (CBA X.B). Only Faculty Members of equal or higher rank to which an applicant has applied can vote on applications for promotion.

All final votes shall be made by secret ballot.

TENURE AND PROMOTION REVIEW PROCEDURE

External Reviews

The DPC Chair, in consultation with the Department Chair, is responsible for securing external reviews for T&P applicants per UH M Mānoa Criteria for Tenure & Promotion. External evaluators should be of the same or higher tenure status and rank as that applied for by applicants.

UH Mānoa Criteria & Guidelines recommends 2-3 letters from the applicant's list and a comparable number from known scholars proposed by the Department.

External reviewers may know the applicant, but cannot

- have a close working relationship with the applicant,
- have been on the applicant's dissertation committee,
- have co-authored a publication with the applicant within the past five years, or be employed in the University of Hawai'i system.

Upon declaration of intent to apply for promotion and/or tenure, the Department Chair will request the applicant to provide in writing three to five names and contact information from respected scholars in related fields from outside the University of Hawai'i System. External reviewers should have no conflicts of interest with the applicant. Conflicts exist where the reviewer could reasonably be judged to have some personal stake (e.g. professional reputation) in the outcome of the application.

The Chair of the DPC, in consultation with the Department Chair, will secure letters from 2-3 individuals from the applicant's list and a comparable number of letters from known scholars proposed by the Department Chair and DPC who can evaluate the applicant's scholarly work. The purpose of the request is to obtain an opinion about the applicant's scholarly contributions and not to determine whether or not the applicant would receive tenure/promotion at another institution.

When external evaluations arrive, necessary steps will be taken to ensure that the evaluation is kept confidential. The procedure for handling the evaluation should include the following:

- The letter will not be shown to the applicant at any time.
- The letter will be delivered to the College/Unit's Tenure and Promotion Coordinator for inclusion in the applicant's electronic dossier.
- No copies of the letter will be kept by the department.

Conflict of Interest. External Reviewers

Conflicts of interest occur when a reviewer has some personal stake in the outcome of an applicant's application or when a reviewer holds multiple roles with respect to the applicant that could reasonably be expected to generate conflicting perspectives for a review.

When a conflict of interest may exist with an external reviewer, the Chair shall remove their nomination and may request an additional name from the applicant or the DPC as appropriate.

DPC Assessment

The DPC will consider evidence presented in the dossier and minimally, make one written assessment of the strengths and weaknesses. Optionally, the DPC will deliberate and conduct the secret ballot vote to recommend or not recommend the proposed contract renewal, tenure, and/or promotion. An explanation of the recommendation should be appended to the assessment of the strengths and weaknesses. The DPC may also choose to include a minority opinion to this assessment.

Based upon the DPC's confidential discussion, deliberation and optional secret-ballot vote, the DPC chair will upload the DPC's assessment and record the DPC's vote if appropriate in the eDossier system.

Department Chair Assessment

The Department Chair will review the applicant's dossier and upload an assessment of the application to the eDossier system.

Contract Renewal Procedure (Pre-Tenure/Non Tenure Track)

No external reviews will be required for I2, F2 or other limited-term contract renewals, but in all other respects, the same procedures will be followed.

Submission of late/additional materials to the DPC (Contract Renewal, Tenure, Promotion)

During the time from the submission of an applicant's dossier and supporting documentation to the DPC and before the DPC begins its evaluation, additional relevant materials as defined may be submitted. Such material may be added to the Additional Information section of the application by the College's Tenure and Promotion coordinator.

- A letter of acceptance of scholarly or creative work that was received by the applicant after the initial deadline for submission, along with a copy of the accepted work.
- Additional supporting documentation that was not available before the deadline for submission of the dossier and supporting documentation.
- The DPC, via its Chair, may request additional relevant materials or information from an applicant or others relating to the dossier and supporting documentation they submitted.
- Once the DPC has begun its review, no unsolicited material will be included in the dossier.

Limited-term Appointments (I-2 Faculty) Review Procedure

Limited-term faculty appointments refer to those full and part-time appointments not eligible for tenure, as described in CBA XIII.C. Regardless of appointment duration, including “rolling three” contracts as described therein, these faculty should be evaluated annually to determine if their contract will be extended. The DPC should review contract renewals for those limited-term faculty not on extramural funds.

Periodic Review (Post Tenure)

The Department Chair will oversee the five-year periodic review of tenured faculty according to the current UH Mānoa schedule and procedure for periodic reviews. The faculty member under review shall submit to the Department Chair an academic profile, of no more than five pages, and an updated CV. The profile should summarize teaching, research, and service activities. Syllabi of courses taught since the last review and course evaluations must also be submitted. Creative or published works may also be included as supporting materials.

Tenured faculty contribute significantly to the School of Cinematic Arts through the combination of teaching, research, and service. The level of commitment and work must be appropriate to the rank of the faculty member.

SCA acknowledges that each candidate’s balance of efforts and responsibilities in the three key areas is unique and that exceptional contributions made in one area may compensate for a less than typical level in another area.

Partner Hires

The Dean forwards the CV to the Department Chair who then arranges for an interview. After the interview, the department takes a secret ballot vote and communicates the vote to the Dean via the Department Chair.

Tenure Upon Appointment

The Dean forwards the letter of tenure from the previous institution, the DPC compares criteria from the preceding institution with UH Mānoa and departmental criteria and communicates their findings to departmental faculty. Voting on tenure upon appointment is based on rank. Full professors will vote on candidates requesting for tenure upon appointment as a full professor. All tenured faculty will vote on candidates requesting for tenure upon appointment as an Assistant professor. Voting is by secret ballot. The final result of the vote is communicated to the Dean via the Department Chair. (The final decision is made by the President).

Transfer of Locus of Tenure

The Dean forwards the CV to the DPC Chair, the DPC compares criteria from the preceding department with their departmental criteria and communicates their findings to departmental faculty. Voting on transfer of locus of tenure is based on rank. Full professors will vote on candidates requesting for tenure upon appointment as a full professor. All tenured faculty will vote on candidates requesting for tenure upon appointment as an Assistant professor. Voting is by secret ballot. The vote is communicated to the Dean via the Department Chair. (The final decision is made by the Dean or Provost, depending on transfer between colleges)

Reclassifications

A faculty member may petition for reclassification by written request to the Dean or Department Chair. Typically, the DPC reviews the current job description and classification, consults with HR and OVPAE as needed in order to make a recommendation on the scope of revised work and that the applicant meets the minimum qualifications of the proposed classification. The department takes a secret ballot vote and communicates the vote to the Dean via the Department Chair. The Dean, who holds delegated authority for reclassifications, sends their decision to OVPAE for information.

Special Salary Adjustments

When an SSA is processed, the Department Chair will provide the applicant's CV, nomination memo, and any supplemental materials (e.g. salary analysis from peer/benchmark institutions for market SSA, offer or verification as a finalist from another institution for a retention SSA) to all departmental faculty with at least .50 FTE in Rank 2 or higher positions. The Department Chair will take a secret ballot vote (Support vs. Do NOT Support), including comments, and communicate the full vote with comments to the Dean. If the applicant is the Department Chair, the DPC Chair will take a secret ballot vote.

All bargaining unit members in the department shall be given the opportunity to review the request and support or not support the request.

Amendments to Criteria

Proposed changes to departmental criteria for tenure, promotion, contract renewal, or periodic review (see addendum) must be communicated in writing to all departmental faculty with two weeks' opportunity to review and discuss. Such changes must be approved by a 66% supermajority vote of bargaining unit faculty members. Department criteria for tenure, promotion, contract renewal, or periodic review are critical documents and SCA faculty believe a simple majority will too easily allow for significant changes. A supermajority requires further discussion and analysis before a policy is changed.

Amendments to Procedures

The Department Chair will solicit written input on any changes to procedures from all included bargaining unit members with two weeks' opportunity to provide such input.

Proposed changes to these procedures shall be discussed at a departmental meeting with a minimum of two weeks advance notice on all proposed amendments. Amendments to these procedures shall be voted on by all bargaining unit faculty members. Any changes to these policies require a 66 % super majority faculty vote. Department procedures are critical documents and SCA faculty believe a simple majority will too easily allow for significant changes. A supermajority requires further discussion and analysis before a policy is changed.

Changes to these procedures will be forwarded to the Dean for input. The Dean shall forward to OVPAE for approval. OVPAE will share procedures with UHPA for approval. Procedures are effective upon approval.

Approvals



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Dean or Executive Director (Name, Signature, Date)

Provost (Name, Signature, Date)



4/22/2025

UHPA (Name, Signature, Date)

Addenda