

Department of Special Education Procedures

College of Education

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Department Chair

Responsibilities

The duties of the Department Chair can be found in EP 5.219.

In addition, the Department Chair is responsible for ensuring that new faculty members receive a copy of approved Department Procedures, Department Criteria, and UH-Mānoa Criteria and Guidelines within the first few weeks of employment. Chairs should refer faculty to the OVP&E site for current timelines and UH-Mānoa documentation.

Procedure to Recommend Department Chair

1. In the Spring semester of each year, the Department Personnel Committee (DPC) chair will solicit nominations for Department Chair from all faculty in the Department. Nominations should be for tenured (or tenure-track) faculty at Rank 4 or 5 (Article XXIII). It is the responsibility of the nominator to ensure that the nominee is willing to serve. Faculty may self-nominate or decline a nomination.
2. The DPC Chair creates a ballot (if necessary), conducts the vote, and counts the ballots. All bargaining unit faculty members in the department are eligible to vote; voting is by secret ballot. The recommendation for Chair shall be based on a majority vote of all bargaining unit Faculty Members in the Department or Division (CBA X.B).
3. By the end of the spring semester, or within the timeframe specified by the Dean's office, the name of the person with the most votes is submitted as a recommendation to the Dean, who will then appoint the Chair of the Department.

Conflicts of Interest

Conflicts of interest occur when the Chair has some personal stake in decisions impacting another faculty member in the department.

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 and/or workload assignment. For contract renewal, tenure, and promotion, the DPC Chair may be tasked to take on coordination functions such as securing external reviewers; however, applications will move forward without a Department Chair assessment.

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.

Peer Observations

The Department of Special Education encourages peer observations of teaching that include classroom visits and peer reviews. The Center for Teaching Excellence Evaluations are strongly encouraged.

Course Evaluation System (CES), Chair Access

The University of Hawai'i System's Course Evaluation System (CES) is used system-wide for course surveys (i.e., teaching evaluations). The Department of Special Education will decide its preferred survey-sharing rule, which determines which course surveys are viewable by the Chair. In January 2025, the faculty voted in favor of sharing the course evaluations of tenured and non-tenured faculty and lecturers.

Decisions to change the CES sharing rule will be made by a majority vote of all faculty members, following notice of such vote and subsequent open discussion at 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

Dossier Guidelines

Authorship Conventions

The Department of Special Education's authorship conventions include that the sequence of authors should be determined by the relative overall contributions to the manuscript.

If co-authored works are included in the dossier, the applicant shall describe the significance of collaborative work in their field of study. 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;
2. the total proportion of time and effort in the research or publication.

Application Guidelines

Tenure and Promotion Applications

The headings required for UH Mānoa tenure and promotion dossiers are documented in the eDossier system's help menu. Departments may further specify the components expected in dossiers.

Probationary Faculty

Contract renewal dossiers should include:

- The headings for tenure and/or promotion,
- The applicant's curriculum vitae,
- Summary of endeavors since hire or since prior contract renewal,
- Applicable teaching evaluations, and
- Bibliography (including the percentage of contribution and journal information where appropriate).

Departmental Personnel Committee (DPC) Procedures

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 Hawaii Professional Assembly (UHPA). See Article X.B

DPC and/or FPC Composition

Service on the DPC is a faculty obligation. The DPC/FPC will consist of five or more tenured faculty members of equal or higher rank sought by the applicant.

Joint hires may require the inclusion of members from other units, following clarification of documents established for the position.

Eligibility

The Department Personnel Committee (DPC) shall be a five-member committee, all of whom are tenured members of Bargaining Unit 7 and the Department of Special Education. Tenured faculty members under consideration for promotion may not serve on the Committee. Faculty members participating in personnel actions have the responsibility for avoiding conflict of roles by recusing themselves when such conflicts exist.

If there are fewer than five eligible faculty in the Department of Special Education available to serve on the DPC, the Department Chair will consult with faculty for whom there will be tenure and promotion actions and generate a list of Bargaining Unit 7 members who are from related disciplines in the College of Education as possible Faculty Personnel Committee (FPC) members. The Department Chair will forward this list to the College of Education Dean, and the Dean will convene the FPC. Per CBA XII.G.2.m, FPCs are needed only when insufficient numbers of qualified faculty are available for a DPC.

All DPC/FPC members must be tenured and of equal or higher rank than that sought by applicants (See CBA XII.G.2.m). More than one DPC/FPC may be constituted in a year with multiple personnel actions.

Department Chairs and faculty serving in Executive/Managerial positions must be excluded from the DPC. Faculty on sabbatical leave may participate in DPC/FPCs only if such service is part of the approved sabbatical plan. OVPAE recommends against this, as this conflicts with the purpose of sabbatical leave.

Selection and Appointment

At the end of the spring semester each year, the members of the DPC for the following year shall be elected by secret ballot by tenure-track faculty in the Department of Special Education.

The ballot will list the names of all faculty members eligible and willing to serve on the DPC. Tenure-track faculty will be directed to vote for their selection. The five faculty members with the highest number of votes will be recommended to the Dean to serve on the DPC. In case of a tie that results in more than five faculty members, an additional secret ballot vote will be held. The ballot for the tiebreaker will list the names of those who were tied, and tenure-track faculty will be asked to vote for one individual. Names on the second ballot will be ranked by the total number of votes received and membership spots on the DPC will be filled by the individuals with the highest number of votes. This procedure will be repeated as necessary until five names are identified with

the highest number of votes.

DPC Chair Selection & Responsibilities

The DPC chair shall be elected by the committee from among its members following their election. The DPC chair must be a faculty member of the Department of Special Education. The FPC chair should be a faculty member of the Department of Special Education, if possible.

Notice to the Dean

Names of all DPC/FPC members will be forwarded to the Dean of the College of Education for Appointment. Tenure and Promotion Coordinators in each Dean's office will then populate the eDossier system with DPC/FPC reviewer names.

Exclusions By Applicants

The applicant may opt to exclude a member of the eligible faculty from serving on the DPC/FPC. 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 the application (See CBA X.B).

Conflicts of Interest and Recusals

Faculty Members participating in all Personnel Committees have the responsibility to avoid conflicts of roles by recusing themselves from the process when such conflicts exist. Conflicts of interest occur when a reviewer has a personal stake, a conflicting role, or holds multiple roles that could influence the outcome of an applicant's application.

Abstentions

DPC/FPC members may not abstain from voting on tenure and promotion applications.

Confidentiality

Deliberations and actions of the DPC relating to specific faculty personnel actions shall be confidential. There shall be no recordings of DPC discussions. The applicant shall not attempt to influence or communicate with the committees or their members regarding the review of their application.

Meetings and Voting

All final votes shall be made by secret ballot.

Tenure and Promotion Review Procedure

External Reviews

The Department Chair will seek external evaluators of each applicant's scholarly contributions per UH Mānoa Criteria for Tenure & Promotion. External reviewers may know the applicant, but cannot:

1. have a close working relationship with the applicant,
2. have been on the applicant's dissertation committee,

3. have co-authored a publication with the applicant within the past five years, or
4. 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 that the applicant provide in writing **five names and contact information from respected scholars in related fields from outside the University of Hawai'i System by July 1** of the calendar year in which they will submit the application for promotion. External reviewers should have no conflicts of interest with the applicant. At the same time, the applicant will provide a sample of their work that can be sent to the external evaluators.

The Department Chair, in consultation with the Chair of the Department Personnel Committee, will secure letters from 2-3 individuals from the applicant's list and a comparable number of letters from known scholars 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 in the departmental office, necessary steps will be taken to ensure that the evaluation is kept confidential. The procedure for handling the evaluation should include the following:

1. The letter will be marked "Confidential" as soon as it arrives.
2. The letter will not be shown to the applicant at any time.
3. The letter will be delivered to the College/Unit's Tenure and Promotion Coordinator for inclusion in the applicant's electronic dossier.
4. No copies of the letter will be kept by the department.

Conflicts of Interest, External Reviewers

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

DPC Feedback and Applicant Response

If, after an initial review, the DPC has suggestions for the applicant to strengthen the dossier, such suggestions will be provided to them in writing. The applicant may or may not follow such recommendations, but the applicant will inform the DPC Chair in writing of their decision. Should the applicant wish to follow the DPC suggestions, the applicant will have one week from the date of receipt to do so. Either the DPC or the applicant may request a meeting prior to the final report.

DPC Assessment

The DPC will consider the evidence presented in the dossier and minimally "make one (1) written assessment of the strengths and weaknesses." The DPC will deliberate and conduct a secret-ballot vote to recommend or not recommend the proposed tenure and/or promotion. An explanation of this recommendation should be appended to the assessment of strengths and weaknesses. The DPC may also choose to include a minority opinion in their assessment.

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

Limited-term Appointments Review Procedure

Limited-term faculty appointments refer to those full and part-time appointments not eligible for tenure, as described in CBA XIII.C. During the first two years of employment, faculty members will submit a self-evaluation to be reviewed by the DPC and Department Chair to determine if their contract will be extended. After two years of successful evaluations, faculty members may submit the self-evaluation every other year with the understanding that their contract is still subject to annual approval, dependent on need and/or funding.

Primary Investigators should review contract renewals for those on extramurally funded projects. This recommendation will be provided to the Department Chair.

All limited-term faculty will be provided with guidelines for the self-evaluation document. The due date for limited-term review will be the last Friday in January of each year.

Contract Renewal Procedure (Pre-Tenure)

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

Periodic Review Procedure (Post-Tenure)

The Department of Special Education expects that all tenured faculty will maintain a record of teaching, research, and service appropriate to their rank and assigned duties. In considering what is appropriate to an individual's rank, the Department of Special Education's Criteria for Promotion and Tenure shall be used as a guide. Routine periodic reviews will be conducted every five years. Reviews based on performance concerns may be initiated by the Chair at the time concerns are identified. The DPC will also review and provide written feedback to the Chair. The Chair and DPC Chair will then discuss with the faculty member under review. See UH Mānoa's Procedures for Periodic Review

Periodic Review documents should include the following information:

Teaching:

- A brief overview of assigned instructional duties (cohort coordination, advising, teaching, field supervision, etc.).
- Courses taught (including field supervision) during the review period, including the semester, course number, course name, and number of students enrolled.
- A summary table of student evaluations for courses and field supervision, and a brief narrative commenting on course and field supervision assignments.
- Accomplishments in curriculum and program development.
- Student advising activities.

Scholarship

- An overview of scholarly activities (research, publications, grant writing, conference presentations, etc.) completed during this review period.

- An indication of the percentage of contribution, the quality of publication, and how scholarly activities relate to the expectations of promotion criteria at the current rank.

Service

- An overview of service activities during this review period, including service to the university, college, and department; service to the community; and service to the profession.
- An indication of "high demand" committees and service as committee chair, editor, or other leadership role.

Personnel Actions Requiring Full Faculty Input

The following personnel actions require input from all eligible faculty.

Partner Hires

When a partner hire is under consideration, the Dean forwards the CV, and the department chair 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.

Transfer of Locus of Tenure

If a transfer for the locus of tenure request is received, the Dean forwards the CV to the DPC Chair, and the DPC compares the criteria from the preceding department with their departmental criteria and communicates their findings to all departmental faculty. The department takes a secret ballot vote and communicates the vote to the Dean via the Department Chair. The final decision is made by the Dean or Provost, depending on the transfer.

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 and consults with HR and OVPAE as needed in order to make a recommendation on the scope of revised work and ensure that the applicant meets the MQs 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 (SSA)

When an SSA is requested, 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. All bargaining unit members in the department shall be given the opportunity to review the request and any supplemental materials. 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. See CBA XXI.G (R-17).

Review of Personnel Policies and Procedures

These policies and procedures shall be reviewed and voted upon annually (each Spring Semester). Suggested changes must be approved by a majority vote of the bargaining unit Faculty members. If changes are made to these policies and procedures, faculty who are applying for tenure and/or promotion may choose to have their dossier considered under the procedures that were in place up to two years prior to the tenure and/or promotion application or the newly revised ones.

Note that these policies are in addition to the University of Hawaii Professional Assembly faculty contract and the policies of the University of Hawaii Board of Regents.

Amendments to Procedures

Amendments to Departmental Procedures require a majority vote of bargaining unit faculty members. All departmental faculty may provide input on the portions of Departmental Procedures that impact their position. Non-tenure track bargaining unit members may participate in the establishment of DPC policies and procedures.

Proposed changes to these procedures shall be discussed at a departmental meeting. Amendments to these procedures shall be voted on by all bargaining unit faculty members.

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.

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 majority vote of bargaining unit faculty members.

Addenda

Departmental Criteria

Approvals

Nathan Kirkwood

APR 23 2025

Dean or Executive Director (Name, Signature, Date)

Michael Bruno

April 29, 2025

Provost (Name, Signature, Date)

James D. Kardosh

4/26/2025

UHPA (Name, Signature, Date)