

Department of Learning Design & Technology
College of Education
University of Hawai'i at Manoa

Departmental Procedures

May 2025

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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 University of Hawai'i at Mānoa (UHM) Criteria and Guidelines within the first few weeks of employment. Department Chairs should refer faculty to the Office of the Vice Provost for Academic Excellence (OVPAE) site for current timelines and UHM documentation.

Procedure to Recommend Department Chair

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).

1. Prior to the appointment or re-appointment of the Chair, 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. 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.
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 and 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." Therefore, teaching evaluation results are expected to be shared as evidence in a tenure or promotion dossier. The format and content of any evaluation instruments used in addition to the UH Course Evaluation System may be individually determined by the faculty member.

Change Procedure

Decisions to change rules regarding departmental teaching evaluation protocols will be made by a majority vote of all tenure-line and tenured 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

Application Guidelines

Tenure and Promotion Applications

Tenure and Promotion dossiers should minimally include:

- Employment Details
- Criteria and Guidelines
- Credentials and Experience
- Statement of Endeavors
- Teaching Evaluations
- Curriculum Vitae
- Bibliography (research productivity since last personnel action)
- Supplemental Documents

Probationary Faculty

Contract renewal dossiers should minimally include:

- Employment Details
- Credentials and Experience
- Statement of Endeavors
- Teaching Evaluations
- Curriculum Vitae
- Bibliography (research productivity since last personnel action)
- Supplemental Documents

Limited-Term Faculty

Limited-Term dossiers shall include:

- Employment Details
- Statement of Endeavors
- Teaching Evaluations (If applicable)
- Curriculum Vitae

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).

DPC/Faculty Personnel Committee (FPC)¹ Composition Eligibility

Composition: Service on the DPC is a faculty obligation. Qualified individuals who elect not to serve should submit their reasons in writing to the Department Chair for review and approval. The DPC will consist of five or more tenured faculty members of equal or higher rank sought by the applicant. When the number of qualified DPC members is fewer than five (5), the Department Chair shall inform the Dean via memo identifying tenured faculty members of equal or higher rank sought by the applicant who have agreed to serve in order to reach a membership of five - constituting an FPC. Such FPC appointments are for the duration of an academic year.

A candidate for personnel action by the DPC shall not serve on the committee during the academic year in which the candidate will be reviewed.

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, Adjunct, or other persons who do not hold an active tenured position or are not members of Bargaining Unit 07.

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

DPC discussions are confidential, and no one is authorized to record DPC proceedings.

¹ The term DPC used herein shall refer to both the DPC and FPC as applicable - i.e., any and all provisions referring to the DPC shall apply to the FPC where appropriate.

DPC Membership Selection and Appointment

DPC membership selection must be conducted using secret ballot voting.

DPC 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 application.

DPC Chair Selection & Responsibilities

The Chair of the DPC will be elected by the membership of the DPC from among the members of the Committee.

Notifying the Dean

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

Meetings and Voting

Conflicts of Interest and Recusals

CBA Article XII.G.2.j. states, "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." 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. In the event of a recusal resulting in an even number of members, the department chair will assist the committee with the process of securing an additional member to avoid a tie vote and to comply with membership requirements set forth above.

Abstentions

DPC members may not abstain from voting.

Confidentiality

Deliberations and actions of the DPC relating to specific faculty personnel actions shall be confidential. Committee members are under an obligation to preserve this confidentiality. 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.

Voting

All final votes shall be made by secret ballot.

Tenure and Promotion Review Procedure

Candidate Submissions

Candidates for contract renewal, tenure and/or promotion are responsible for submitting a complete, current, and accurate application by the deadline in accordance with UHM Criteria and Guidelines and *Departmental Criteria*.

The DPC, Department Chair or Dean may request, collect, and consider whatever materials and evidence it deems necessary and appropriate for adequate review in accordance with University policies and the BOR-UHPA CBA. Unsolicited advice, unsigned letters, anonymous surveys, and "secondhand" information are not legitimate inputs into the DPC assessment process and will not be accepted or considered.

External Reviews

The Department Chair will seek external evaluators of each applicant's scholarly contributions per UHM 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, and/or
4. be employed in the University of Hawai'i system.

When an external evaluator is at an institution other than a university or college, the DPC should explain why that evaluator was selected. An external evaluator should be of the same tenure status and rank as that applied for by the applicant. In circumstances where the classification or tenure system at the reviewer's institution does not match that of UHM, the Chair should seek reviewers that most closely reflect the rank and status sought by the applicant. For example, if the reviewer's institution does not have a tenure system, then tenure is not required, but the reviewer should be able to speak to the scholarly work of the applicant.

Upon declaration of intent to apply for promotion and/or tenure, the Department Chair will request the applicant to provide in writing four to six names and

contact information from respected scholars in related fields from outside the University of Hawai'i System no later than May 1 of the spring semester before the dossier will be submitted. 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 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 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. Additional names may be solicited to achieve an ideal of six external reviews.

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.

Candidate Responsibility

The applicant is required to provide, in writing no later than May 1 of the spring semester before the dossier will be submitted:

1. A ranked list of four to six names and contact information (address, phone number, email) of respected scholars at comparable institutions at the rank to which one is applying or higher in related fields who are not at UH Manoa and can provide an objective and fair assessment of the candidate's scholarship to serve as external referees for the candidate. The list should include an explanation of the reviewer's expertise and relationship to the candidate, and indicate the university and title/rank of the reviewer. A candidate's dissertation advisor should NOT be included on such a list nor should co-authors. Applicants should not contact possible external evaluators.

2. After submission of the list of names on May 1, but no later than August 31 of the semester that the dossier will be submitted, the candidate should prepare materials that will constitute the external review packet. This should include copies of three to five authoritative publications demonstrating the applicant's scholarly work, a current curriculum vitae (CV), and a short narrative of no more than three (3) pages focused on research and scholarship. The DPC chair and department chair will review the packet for accuracy before distribution to the reviewers.

DPC Chair Responsibility

In the spring before the dossier deadline, the Department and DPC Chairs will solicit participation in the review process until they have an ideal minimum of six reviewers. The following steps should be followed:

1. The DPC Chair or Department Chair contacts the external reviewers to ascertain whether they are willing and able to meet the deadlines before sending the external review packet.
2. Each reviewer will receive a standardized letter requesting assistance in the task of evaluating the candidate along with the complete external review packet. Reviewers should be given one month to complete the review. If letters have not been received two weeks before the first DPC meeting, the Chairs should send a reminder to the reviewers notifying them of the imminent review.
3. The following paragraph should be included in the letter to external evaluators:

Your review of [Candidate] is for the sole purpose of helping the faculty and administration of the University of Hawai'i at Manoa to evaluate this faculty member for promotion and/or tenure [use appropriate phrase]. Your identity as a confidential referee will not be shared with this applicant and your evaluation will be maintained in a confidential manner to the extent possible (e.g., your evaluation may be shared with University personnel involved in the review process on a need to know basis and as required by law. The faculty and administration of the University of Hawai'i greatly appreciate your willingness and efforts in evaluating and commenting on the work of this faculty member.

Conflicts 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 application 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 Feedback and Applicant Response

If after an initial review of a contract renewal or tenure and promotion application, the DPC has suggestions to strengthen the dossier, such suggestions will be provided to them in writing with a deadline for return of application. The applicant may or may not follow such recommendations, but the applicant will inform the DPC Chair of their decision. 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". Optionally, 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 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.

In order to protect and enhance the integrity of the faculty participation in this process, the DPC shall proceed with the utmost discretion and in a confidential manner.

- 1. Negative Information:** During the initial deliberation stage, candidates shall have an opportunity to respond to any negative concerns, including areas of insufficient documentation, raised about the dossier prior to a final vote. The DPC chair will summarize such concerns to the candidate and the candidate will have the opportunity to present appropriate evidence prior to a final vote of the committee. The candidates may be requested to and/or allowed to make revisions to the dossier based on the DPC's recommendations before it is forwarded to the Department Chair.
- 2. DPC Final Statement:** The DPC Chair will submit the DPC statement no later than the deadline in the UH *Criteria and Guidelines*, to the

Department Chair for action. The Department Chair will then review the dossier and the DPC statement, and provide a written evaluation.

Candidate Rights and Responsibilities

The candidate rights and responsibilities in the review process are described in the UH *Criteria and Guidelines*. In addition, the following practices apply to all candidates within the Department:

1. **Candidates** should be given copies of the Departmental Procedures, Criteria, and relevant UH documents by the Department Chair within their first month of service in the Department. It is the candidate's responsibility to be familiar with the requirements, and to consult with the Department Chair throughout the period leading to evaluation on her/his progress in meeting goals. Attendance at University information meetings on contract renewal, promotion and tenure evaluation is encouraged.
2. **Information on DPC Membership:** The candidate has a right to know who will serve on the DPC evaluating the application, and will be informed by the Department Chair prior to the start of the DPC review.
3. **Review of Final Reports:** The Committee's final report will be submitted to the Chair, who will show both the Chair's and the DPC's assessment to the candidate before transmitting all of this to the Dean for the Dean's subsequent assessment and decision. Both the Chair and the DPC should take special care not to use names or reveal the identity of the external reviewers in these documents. The Chair should ask that the candidate check the statements within the final reports for accuracy regarding the facts, but not the opinions contained in the reports.
4. **Rebuttal of Report Items:** The candidate has the right to discuss the final recommendations with the DPC and Department Chair and submit a written rebuttal. Only issues in the DPC or Department Chair recommendations may be included in the rebuttal. The DPC Chair and/or the Department Chair may act on a rebuttal in a fair and appropriate manner. The rebuttal and response, if any, become part of the dossier. In order for this procedure to be meaningful, in good faith all parties should accomplish this within the designated timeline. This procedure should not interfere with the Department Chair's responsibility to forward the completed review to the Dean of the College.
5. **Application Withdrawal:** The candidate may decide at any time while the document is in consideration within the College of Education to withdraw the application from consideration.

Limited-term Appointments Review Procedure

The DPC, or Principal Investigator in the case of extramurally funded appointments, should evaluate all materials submitted for contract renewal. This recommendation will be provided to the Department Chair who will then forward to the Dean who issues the renewal notification.

Contract Renewal Procedure (Pre-Tenure)

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

Periodic Review Procedure (Post Tenure)

All tenured faculty will be reviewed periodically. The Department's Criteria for Promotion and Tenure should be used as a guide for what is appropriate to an individual's faculty classification and rank.

Personnel Actions Requiring Full Faculty Input

The following personnel actions require input from all eligible faculty.

Partner Hires

Typically, 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.

Tenure Upon Appointment

Typically, the Dean forwards the letter of tenure from the previous institution, the DPC compares criteria from the preceding institution with UHM and 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 President.

Transfer of Locus of Tenure

Typically, 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 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 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 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

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

When a special salary adjustment (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.

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.

Amendments to Procedures

Non-tenure track bargaining unit members may participate in the establishment of DPC policies and procedures.

The Department Chair will solicit written input on any changes to promotion procedures from non-tenure line faculty, with two weeks' opportunity to provide such input.

The Department Chair will solicit written input on any changes to limited-term appointment procedures from lecturers, with two weeks' opportunity to provide such input.



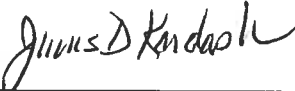
Proposed changes to these procedures shall be discussed at a departmental meeting with a minimum of two weeks advance notice on all proposed amendments.

Amendments to these procedures shall be voted on by all bargaining unit faculty members.

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.

If approval occurs after the end of the duty period in May of the year in which the application for personnel action is submitted, the candidate will have a right to apply under the earlier procedures in effect.

Approvals

 Nathan Murata	May 13, 2025
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Dean or Executive Director (Name, Signature, Date)	
 Michael Bruno	May 16, 2025
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Provost (Name, Signature, Date)	
 James D. Kendrick	May 15, 2025
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UHPA (Name, Signature, Date)	