

**Department of Educational Psychology  
Personnel Procedures**

December 2024

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## Department of Educational Psychology Personnel Procedures

### 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 UHM Criteria and Guidelines within the first few weeks of employment. Chairs should refer faculty to the OVPAE site for current timelines and UHM documentation.

#### *Procedure to Recommend the Department Chair*

When a new Department Chair is needed, faculty will nominate a new chair. If there is consensus, the faculty will inform the Dean of their choice and that the decision is unanimous. If there is no consensus, the faculty will continue to discuss the matter until a consensus emerges. Only if consensus cannot be reached after a strong effort over one month, all bargaining unit faculty members in the Department will vote by secret ballot. The recommendation for Chair shall be based on a majority vote. The faculty will inform the Dean of their decision, and the results of the vote.

#### *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." 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.

### ***Course Evaluation System (CES), Chair Access***

Unless modified through the following Change Procedure, the Department's CES sharing rule will be "*Non-Tenured and Lecturers*" course surveys (student evaluations) with the Department Chair.

**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 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](mailto:uhmces@hawaii.edu)

### **Dossier Guidelines**

#### ***Co-Authored Works***

In general, the Department considers 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 their relative contribution to co-authored works, indicating their:

1. Proportion of time and effort in the functions of conceptualization, research, analysis, and writing, and;
2. Total proportion of time and effort in the research or publication.

## ***Application Guidelines***

**Probationary Faculty.** The dossiers required of probationary faculty should ideally support the construction of their tenure dossier at the conclusion of their probationary period. Contract renewal dossiers should minimally include curriculum vitae, summary of endeavors since hire or since prior contract renewal, and any applicable teaching evaluations.

**Limited-Term Faculty.** Contract renewal dossiers shall include the applicant's curriculum vitae, summary of endeavors since hire or since prior contract renewal, and applicable teaching evaluations.

## **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 and/or FPC Composition***

**Composition.** Service on the DPC is a faculty obligation. The DPC will consist of five or more tenured faculty members of equal or higher rank sought by the applicant. Four Department faculty members will serve on the DPC, if available. At least one member of the DPC will be outside the Department. This member will be at the full rank (rank 5), if possible.

If there are fewer than four eligible faculty members in the Department of Educational Psychology available to serve on the DPC, the following procedures will be followed. The Department Chair, in consultation with faculty for whom there will be personnel actions in the coming year, will generate a list of possible DPC members from related disciplines in the College of Education. Candidates for contract renewal, tenure and/or promotion will have an opportunity to suggest names for consideration. If the list has fewer than five names, the Department Chair will go back to the faculty members for additional suggestions. Once agreement is reached on outside members, the Department Chair will contact them and ask them to serve.

If DPC members are unable to fulfill their terms following their appointment, the Department Chair will consult with the candidates for whom there are personnel actions to generate a list of 2-3 possible substitute members and the order in which they will be asked to serve. The Department Chair will contact the possible substitute members in

that order. If all suggested substitute members decline to serve, the procedures above will be repeated, until a substitute member is identified.

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.

These procedures do not allow voting by non-tenured faculty on tenure or contract renewal. Non-tenure track bargaining unit members may participate in the establishment of DPC policies and procedures, but not in the DPC deliberations. If there is an action being considered for a specialist faculty member, at least one member of the DPC will be a specialist at or above the rank for which the candidate is applying.

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

**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. Whenever possible, the DPC Chair will be a member of the Department.

**Notifying the Dean.** Once the DPC/FPC Chair has been selected, the DPC/FPC Chair shall forward membership to the Dean. The Department Chair will also notify the Dean if there are any changes to the DPC/FPC composition.

## ***Meetings and Voting***

**Conflicts 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. 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 of the DPC recuses themselves because of a conflict of interest, a sixth member shall be added to the committee in the case of the recused only, so there is a total of 5 votes for each candidate.

**Abstentions.** DPC/FPC 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. Only faculty members of equal or higher rank to which an applicant has applied can vote on applications for promotion.

## ***Tenure and Promotion Review Procedure***

**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 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. 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 they 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 three and to five names and contact information from respected scholars in related fields from outside the University of Hawai'i System. The applicant will provide their list of names at least one month prior to the end of the spring semester before the applicant plans to apply for tenure and/or promotion. 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.

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.** 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, 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.” 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.

#### ***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.

#### ***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 procedures will be followed.

#### ***Periodic Review Procedure (Post Tenure)***

**Departmental Expectations.** Consistent with Board of Regents Policy RP 9.213, procedures for periodic review of faculty performance must provide safeguards for academic freedom and shall provide the opportunity for participation of faculty peers in the review process. The procedures for the periodic review will follow current UHM procedures.

#### **Personnel Actions Requiring Full Faculty Input**

The following personnel actions require input from all eligible faculty:

#### ***Partner Hires***

The Dean forwards the CV of a proposed partner hire, and the Department Chair arranges for an interview. After the interview, the Department faculty votes via secret ballot and communicates the results of 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 UHM and Departmental criteria and communicates their findings to all Departmental faculty. The Department faculty votes via secret ballot and communicates the results of the vote 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 all Departmental faculty. Department faculty votes via secret ballot vote and communicates the results of 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 faculty votes via secret ballot and communicates the results of 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.

If there are changes to these criteria and procedures, faculty who are applying for tenure and/or promotion may choose to have their materials considered under either the old or newly approved procedures. *(Note that these policies are in addition to the University of Hawai'i Professional Assembly faculty contract and the policies of the University of Hawai'i Board of Regents. Nothing in these guidelines shall be construed to contradict University guidelines.)*

### **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.

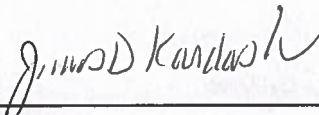
Proposed changes to these procedures shall be discussed at a departmental meeting with a minimum of two weeks advance notice on all proposed amendments. Amendments to these procedures shall be voted on by all bargaining unit faculty members.

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.

**Approvals**

Nathan Murata  5/14/2025  
Dean or Executive Director (Name, Signature, Date)

Michael Bruno 6/26/2025  
Provost (Name, Signature, Date)

James D Kardash  6/26/2025  
UHPA (Name, Signature, Date)

**Addenda**

**Departmental Criteria**

**Department of Educational Psychology  
Criteria for Tenure and Promotion**

December 2024

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