

Department of Kinesiology and Rehabilitation Science

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Kinesiology and Rehabilitation Science

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

Procedure to Recommend Department Chair

The recommendation for the 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 the 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 or their designee (if necessary) creates a ballot, conducts an anonymous 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 results of the vote are 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, a Co-Chair (if applicable) or 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, if the DPC Chair is designated as the acting chair, they 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 decisions to continue lecturers' employment.

Peer Observations

Faculty may choose to participate in a voluntary peer observation. Below are simple, practical guidelines for conducting an optional peer review of teaching. These guidelines help ensure that the process is constructive, respectful, and focused on enhancing teaching quality:

- Establish Clear Objectives:
 - Define what you hope to achieve (e.g., enhancing teaching methods, incorporating innovative techniques, or improving student engagement).
 - Agree on the focus areas (such as lecture delivery, course materials, or student interaction) ahead of time.
- Plan and Schedule the Observation:
 - Arrange a pre-observation meeting to discuss the lesson plan, goals, and any specific concerns.
 - Schedule the peer observation in advance to allow both parties to prepare adequately.
- Use a Structured Observation Tool:
 - Utilize a checklist or set of criteria that aligns with department or college standards (e.g., clarity, student engagement, organization, and use of technology).
 - Document observations objectively, focusing on specific examples rather than general impressions.

- **Maintain a Supportive and Confidential Environment:**
 - Ensure that the review is conducted in a non-evaluative, developmental spirit.
 - Keep feedback confidential between the observer and the instructor unless there is explicit consent to share with others.
- **Conduct a Follow-Up Discussion:**
 - Hold a post-observation meeting to review feedback, celebrate successes, and discuss areas for improvement.
 - Encourage open dialogue where the instructor can ask clarifying questions or offer further context.
- **Develop an Action Plan:**
 - Collaborate on setting realistic, measurable goals for future teaching practices based on the feedback received.
 - Consider scheduling further observations or check-in meetings to assess progress over time.
 - By following these guidelines, both the observer and the instructor can benefit from a peer review experience that promotes professional growth and improved teaching quality.

Course Evaluation System (CES), Chair Access

Unless modified through the following Change Procedure, the department's CES sharing rule will be "*Share Tenured, 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

Dossier Guidelines

Authorship Conventions

Given that the faculty within Kinesiology and Rehabilitation Science span multiple disciplines, the faculty must be clear about authorship conventions within their dossier. The faculty should provide information about their field and how authorship is given. For example, please specify the following:

- The relative overall contributions to the manuscript should determine the sequence of authors.
- The first author is the person who contributed most to the work, including writing of the manuscript.
- The last author is the faculty mentor or senior researcher on the project who played a significant role in the work and writing of the manuscript.

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. The applicant's relative contribution to co-authored works shall be included and verified by at least one co-author, indicating their:

1. The 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 (percentage contribution).

Application Guidelines

Tenure and Promotion Applications

The applicant should follow all guidelines set forth by the University. The guidelines can be found on the [OVPAE website](#). The [headings required for UH Mānoa tenure and promotion dossiers](#) are documented in the eDossier system's help menu.

Deadlines for submission of Tenure/Promotion application

- COE Dean will provide the following documents to the KRS Chair, which will include the essential timetables and deadlines: "Tenure and Promotion Procedures and Timetable" and "Deadlines for Personnel Actions and Contract Renewal."
- Within the timetables mentioned in IV.B.1, the DPC Chair and the KRS Chair shall develop an "Intradepartmental Timetable."
- A copy of the Intradepartmental Timetable shall be given to the applicant and each DPC member within one week from the time the documents are received from the College Dean.
- All time requirements must be met by all concerned.

Probationary Faculty

Probationary faculty are those in tenure-eligible positions prior to a tenure determination and are funded through general funds. Faculty in this line are considered probationary until they have been tenured.

The applicant should follow all guidelines set forth by the University. Contract renewals are governed by Article XII, Section E of the UH-UHPA collective bargaining agreement. For tenure-line Instructional Faculty Members at Rank 3, evaluation for contract renewal occurs in the Fall of years 2 and 4, with Tenure/Promotion review in the Fall of year 5. In cases where probation is extended, contract renewal occurs annually, not to exceed seven years of full-time probationary service.

Required Materials for Contract Renewal - Probationary Faculty

Contract renewal dossiers are submitted through the eDossier system and follow the same timeline and general formatting outlined for tenure and promotion applications. [The headings required for contract renewal dossiers can be found here](#). Generally, the headings for tenure and/or promotion dossiers are also recommended for contract renewals. Minimally, contract renewal dossiers should include the applicant's curriculum vitae, a summary of endeavors since hire or prior contract renewal, and any applicable teaching evaluations.

Limited-term Faculty

Limited-term faculty are appointed to positions for a fixed period and are not tenure-eligible. These positions may be funded through general, special, or extramural funds and are typically renewed based on programmatic need, funding availability, and satisfactory performance.

Contract renewal for limited-term faculty is governed by the University of Hawai'i policies and applicable collective bargaining agreements. The contract renewal process involves a departmental review of the faculty member's contributions during the contract period. The timeline for renewal will be established by the Provost's office and confirmed by the Dean each year. In general, the Department Chair will notify faculty members of contract renewal at the beginning of each semester (early September). Materials will be due to the Department Chairs by mid-November, and the Chairs' assessments and recommendations for limited-term faculty will be submitted to the Dean's Office by mid-December.

Required Materials for Contract Renewal - Limited-term Faculty

Contract renewal dossiers for limited-term faculty should be submitted to the Department Chair.

At a minimum, limited-term contract renewal dossiers must include the following:

- A completed Reappointment Form (see OVPAE Reappointment Form)
- An updated curriculum vitae
- A summary of accomplishments during the current contract period (e.g., teaching, research, service, professional development)
- Student evaluations of teaching, if applicable
- Any additional supporting documents relevant to the performance review (e.g., peer observations, course syllabi, letters of support)

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 Hawai'i Professional Assembly (UHPA).

DPC Composition

Eligibility

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

Faculty excluded from participation in the DPC include the Department Chair(s), 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. If there are Co-Chairs in the department, the preference is that neither serve on DPC. In the event that there are not enough faculty members of a specific

rank, then one can serve (but not chair) the DPC, and the other will take on the duties of the chair of the department.

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

Members shall represent all ranks held within the KRS full-time faculty, including a Specialist if the candidate holds a Specialist Rank.

If needed, an outside voting member (within the COE ranks, Instructional Faculty) will also be included on the KRS Department Personnel Committee. This person can count toward the five full-time tenured faculty membership and can hold either an Associate Professor or Professor Rank.

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

Selection and Appointment

The selection of the DPC shall occur by election. The election shall be by secret ballot by all KRS faculty. Members shall be elected annually before September 15. The DPC Chair shall be elected by the committee from among its members.

If the department has fewer than five (5) eligible tenured Faculty members who are available to serve on the DPC, then the Dean may constitute a Faculty Personnel Committee (FPC) in consultation with the Department Chair. This ad hoc FPC will be made up of all UH-Manoa tenured Faculty members with an appointment of .50 FTE or greater in the department and additional tenured faculty members from academic departments within the College of Education.

Non-eligible members are Faculty members serving as Department Chair(s) of the involved department or Faculty members holding Executive/Managerial appointments. This includes those serving in a Co-Chair capacity. The Dean and the Department Chair(s) will generate a list of people qualified and willing to serve on the DPC. The Dean shall appoint members of the DPC from outside the Department. The candidate will review the list of DPC members and can request that one member be removed to the KRS Chair.

Exclusions By Applicants

The applicant may opt to exclude one member of the eligible faculty from serving on the DPC. 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 before submission of the 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 Chair shall forward membership to the Dean via the Department Chair.

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." Describe how to handle a reduction in votes or reconstitution of the committee if a conflict or recusal occurs. 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 the department can not make a decision on whether a conflict exists, then this decision will be made by the Dean of the College.

Abstentions

DPC 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. 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

External Reviews

Ethically, it is unacceptable for the candidate to contact optional external reviewers before or during the Tenure and Promotion process.

The Department Chair will seek external evaluators of each applicant's scholarly contributions per UH Mānoa Criteria for Tenure & Promotion. External reviewers should be from Research 1 institutions or institutions of similar status when the research focus is limited to specific disciplines. 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 UH Mānoa, the Chair should seek reviewers that most closely reflect the rank and status sought by the applicant. (e.g., 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 applicant's scholarly work.

Upon declaration of intent to apply for promotion and/or tenure, the Department Chair will request the applicant to provide in writing a minimum of 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. Additionally, the external reviewer must be of a higher rank than the candidate and from a research university.

The Department Chair will select a minimum of five additional external reviewers to procure an adequate pool for evaluation (e.g., 10 total per candidate pool). The Department Chair will secure a minimum of four letters, with a goal of having adequate representation from both pools of reviewers. If fewer than four reviewers agree to serve as external reviewers, the KRS Chair will contact an additional list of external reviewers who meet the KRS minimum qualifications for external reviewers until at least four reviewers agree to serve.

After receiving an indication of a willingness to serve, the Department chair will send to the external reviewers the candidate's curriculum vitae, selected reprints of the candidate's significant publications, a copy of the KRS DPC Criteria for Promotion and Tenure, and a copy of UH Mānoa Criteria for Promotion and Tenure. The candidate may also choose to submit a 3-5 page narrative to include in this packet that describes the research agenda (explaining sample publications submitted), teaching experience, and service.

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.

Initial DPC Review

All DPC members shall be in attendance for the first review of the materials.

All DPC members shall bring their written review of the applicant's application to the DPC meeting.

Except for committee procedures, all discussion shall be limited to the application, each committee member's review of the application, and the collegiality of the candidate for Contractual Renewal and Tenure (see 1- Faculty, Guidelines for Contract Renewal, Tenure/Promotion: Present and Future Value, IV, Part B, Collegiality).

The committee may suggest revisions of the application for the purpose of clarity, accuracy, and/or formality.

The DPC and the department chair will review the letters of evaluation from the external reviewers; these confidential review letters or any related information will not be shared by the DPC with the applicant at any time.

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 they 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 adjust their application in the dossier system. 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.

Format for DPC Written Evaluation Report

- **The applicant's evaluation report is independently written by the DPC.**
- **The report shall include the following:**
 - **Composition of the DPC;**

- Statement that the DPC followed the aforementioned departmental procedures and criteria;
- A written assessment of strengths and weaknesses, and only if they choose to make recommendations for/against tenure and/or promotion;
- Specific statements addressing the applicant's strengths and weaknesses shall be summarized from the content of the application in each of the following areas:
 - Primary areas of responsibility per classification. (For I and F faculty: Instructional activities; Research and scholarly activities; Service activities; and Collegiality - see departmental criteria document for more details)
- Recording of the DPC vote via secret ballot.
- All discussions and votes within the DPC shall be kept confidential
- DPC Evaluation Report shall be submitted into the online dossier system by the communicated deadline.

Department Chairs Role and Responsibilities

The Department Chair will conduct an independent evaluation of the candidate's materials, and provide a written assessment of strengths and weaknesses, and a recommendation for/against tenure and or promotion. The Chair's written assessment will be attached to the candidate's dossier application and included in the final submission to the Dean of the College of Education.

The Chair of KRS Department can give feedback to candidates specifically about the Contract Renewal and Tenure/Promotion applications after they submit their materials.

Once the candidate's application has been submitted, feedback may also be provided by the DPC Chair. If the Department Chair believes that the materials can be strengthened, the Department Chair may give feedback to the candidate.

The DPC Chair will inform the candidate of the results of the review.

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.

Review Process

The DPC and the Department Chair will review all submitted materials and make a recommendation regarding reappointment. Recommendations will be based on:

- Performance in teaching, research, and/or service (as relevant to the appointment)
- Alignment with departmental needs and priorities
- Availability of funding for the position

The DPC and Department Chair will work together to complete the form provided on the [OVPAE website](#).

The DPC Chair and Department Chair will ensure that limited-term faculty are notified in a timely manner of upcoming deadlines and the intradepartmental timeline for submission and review.

All time requirements must be met by all concerned parties.

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 Periodic Review is designed to affirm the continued excellence of tenured faculty and support their ongoing professional development in alignment with the mission of the University of Hawai'i at Mānoa (UHM). This review process is developmental and reinforces the values of academic freedom, collegiality, and growth across teaching, research, and service responsibilities. You can find more information in the [UH Mānoa Procedures for Periodic Review](#).

Applicability

All tenured faculty members are subject to periodic review at least once every five academic years. This requirement may be waived for individuals who have undergone a successful tenure, promotion, or special merit salary adjustment during the same five-year period.

There are exemptions that can be granted. See the [OVPAE site](#) for a list of circumstances that might warrant an exemption.

Review Cycle and Notification

- The Department Chair, in consultation with the Dean and Office of the Vice Provost for Academic Excellence (OVPAE), will schedule reviews annually.
- By the third Friday in September, the Department Chair will notify the faculty scheduled for review and request submission of an academic profile.
- By the first Friday in December, the faculty member must submit the academic profile.
- A summary report with recommendations for addressing any deficiencies will be submitted by the Department Chair to the Dean by the required deadline established by the Dean's Office.
- Final approval of the periodic review is made by the Dean.

Departmental Expectations

Faculty undergoing periodic review are expected to demonstrate continued progress and success in their academic discipline.

The academic profile should reflect accomplishments and activities during the review period and may include:

- Curriculum vitae or résumé

- Teaching activities and evaluations
- Research/scholarship outcomes and ongoing projects
- Service to the department, university, and professional community
- Other relevant professional endeavors

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

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 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

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 the transfer between colleges.)

Reclassifications

A faculty member may petition for reclassification by written request to the Dean or Department Chair. 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 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 the 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 it.

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.

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. A majority vote of bargaining unit faculty members must approve such changes.

Amendments to Procedures

The Department Chair will solicit written input on any procedure changes 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 at least two weeks' advance notice on all proposed amendments. All bargaining unit faculty members shall vote on amendments to these procedures.

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

Approvals

NATHAN M. MURATA



DEC 29 2025

Dean or Executive Director (Name, Signature, Date)

Vassilis L. Syrmos



January 12, 2026

Interim Provost (Name, Signature, Date)

CHRISTIAN L. FEPA



DECEMBER 23, 2015

UHPA (Name, Signature, Date)