

English Department Personnel Committee Procedures

Purpose: The purpose of these procedures is to provide the basic guidelines and procedures governing tenure, promotion and contract renewal for faculty within the English Department at Hawaii Community College.

Effective Date: These procedures become effective **December 2015**.

Guidelines:

- A. On the development of and amendments made to these procedures
 - 1. These procedures and any subsequent changes must be approved by a majority vote of all faculty members in the department, including those on approved leave.
 - 2. The procedures may be amended at any time during the year, provided that a majority of the faculty have been informed of the proposed changes and have been given the opportunity to vote on the proposed changes.

- B. On the membership of the English Department Personnel Committee
 - 1. The Department Personnel Committee (DPC) will be comprised of a minimum of three tenured faculty members and one alternate from within the English Department. The alternate will serve on the committee when a regular member is unable to do so or when the workload is too heavy for the three regular DPC members.
 - 2. All eligible English Department faculty members shall be placed on the eligible list as candidates for election to the DPC. When there are insufficient eligible faculty members within the department to serve, eligible tenured faculty members from other divisions will be solicited via the **Vice Chancellor for Academic Affairs**. Eligible faculty members from other departments/divisions will be placed on a list of candidates for election to the DPC. The **Vice Chancellor for Academic Affairs** shall notify the eligible faculty members from outside the department/division that they will be candidates for election to the English DPC unless they notify the **Vice Chancellor for Academic Affairs** in a timely manner as to reasons for ineligibility. Those who do not notify the **Vice Chancellor for Academic Affairs** will be considered to have granted permission to be candidates for election. The **Vice Chancellor for Academic Affairs** will notify the DPC chair of any change in the eligible list so that a ballot can be expeditiously prepared.
 - 3. All tenured department faculty members not serving on the DPC are eligible to serve on other DPCs but only after a collegial request from the

other department/division and a consultation with the **Vice Chancellor for Academic Affairs**. Service on another DPC is not mandatory and is at the discretion of the individual faculty member.

4. If a DPC member is also an applicant for promotion, the Department Chair (DC) will ask the alternate elected by the department to substitute for the regular DPC member during the applicant's review process.
 5. DPC members elected in spring, 1998, and thereafter, will serve a three (3) year term. The alternate member will serve a one (1) year term. No member may serve on the DPC for more than three (3) consecutive years. An alternate member is eligible for regular DPC service if he/she has not been called upon to serve during the year.
- C. On selection of members for the Department Personnel Committee
1. The English faculty members will elect DPC members by secret ballot, including nominated faculty members from other divisions.
 2. The English faculty members will elect DPC members during the spring semester previous to the academic year of service on the DPC.
 3. The DC will initiate the DPC election process by requesting eligibility information from all English tenured faculty members. A tenured faculty member is not eligible if he/she: 1) is completing English DPC service of three (3) years, 2) is serving on another division's/department's DPC in the current or coming academic year, or 3) is serving as a department or division chair.
 4. The DC will designate deadlines for submitting eligibility information and holding the elections. There must be a minimum of two names of tenured faculty members on the ballot, one to succeed the outgoing DPC member and the other to serve as an alternate.
 5. The ballot will ask for each department faculty member to vote for one DPC member and one alternate.
 6. The DC will count the ballots in the presence of at least two currently serving DPC members.
 7. If there are more than two candidates on the ballot, the candidate with the most votes will serve as the regular DPC member and the candidate with the second highest vote total will serve as the alternate. In case of a tie, the DC will ask for candidates to voluntarily choose their terms of service.
- D. On selection of a convener of the DPC
1. The DPC shall select the convener.

- E. On tenure, promotion and contract renewal reviews
1. The convener of the DPC will be responsible for coordinating the review of the tenure/promotion/contract renewal applicant's dossier, arranging the meetings of the Committee, preparing the final DPC report, and insuring that the contractual and administrative guidelines are followed. In the case of tenure/contract renewal, all DPC members **who are of rank equal to or higher than the applicant** can vote on applications for tenure/contract renewal. In the case of promotion, only DPC Members **of equal or higher rank to which the applicant has applied** can vote on applications for promotion. **When there are insufficient eligible faculty members within the department to serve, eligible tenured faculty members from other divisions will be solicited via the Vice Chancellor for Academic Affairs.**
 2. Applications for tenure/promotion/contract renewal will be evaluated according to established Community College criteria for tenure/promotion/contract renewal. These criteria are listed in the guidelines provided by the **Vice-President for Community College's Office.**
 3. Upon the receipt of the dossier by the convener of the DPC, the convener will coordinate the review of the applicant's tenure/promotion/contract renewal dossier by all DPC members and arrange the meeting of the committee.
 4. After discussing the applicant's strengths and weaknesses, the DPC will decide whether to make a recommendation on the tenure/promotion/contract renewal application or to list strengths and weaknesses without a recommendation.
 - a. If the majority of the DPC decides to make a recommendation, the Committee must then vote whether to recommend for or against tenure/promotion/contract renewal. If the decision is unanimous, the convener prepares the report of the applicant's strengths and weaknesses and the recommendation of the Committee. If the decision is not unanimous, minority concerns/comments may be reflected in the report.
 - b. If the majority of the DPC decides not to make a recommendation, the convener prepares a report of the applicant's strengths and weaknesses. Minority concerns/comments may be reflected in the report.
 5. Any final voting in tenure, promotion, and contract renewal applications will be by secret ballot and counted by the designated convener of the

DPC. A quorum of 100% of the DPC must be met before voting can occur. The DC may grant exceptions to this. No abstention votes are allowed.

6. All deliberations of the DPC will be confidential and will not be discussed with non-DPC members. There should be no attempts made to contact the applicant to inform him/her of the DPC's assessment or recommendation. If the DPC finds that it is necessary to review additional materials that were not contained in the original application submittal, requests for such additional material will be made through the DC. If highly technical materials are submitted by the candidate (such as a publication), the DPC may seek direct evaluation assistance from an outside expert. Such contacts should also be cleared through the DC.
7. Upon completion of the review of the tenure/promotion/contract renewal application, the DPC convener will record the assessment on the appropriate pages of the tenure/promotion/contract renewal application and return the dossier, with DPC report, to the DC's office.

These procedures have been reviewed by the English Department faculty members:

Faculty Members' Names	Signature	Date
Sharon Dansereau	_____	_____
Tanya Dean	_____	_____
Billie Jones	_____	_____
Robyn Kalauli	_____	_____
Gwen Kimura	_____	_____
Michael Larish	_____	_____
Donna Moore	_____	_____
Carrie Mospens	_____	_____
Caroline Naguwa	_____	_____
Deseree Salvador	_____	_____
Kathryn Sims	_____	_____
David Tsugawa	_____	_____

Signatures are on file in the English Department office.