

**Humanities 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 Humanities Department at Hawai'i Community College.

**Effective Date:** These procedures become effective Oct. 29, 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 (including non-tenure track) 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 (including non-tenure track) 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 Humanities Department Personnel Committee
  - 1. As stated in 2015-2017 BU07 collective bargaining agreement, Article X. B: **Only Faculty Members of equal or higher rank to which the applicant has applied can vote on applications for promotions.** For the HUM Dept. DPC a minimum of three (3) tenured members who are of equal **or** higher rank are required in order to vote on applications for promotion. Only such members of equal **or** higher rank may vote on applications for promotion.
  
  - 2. All eligible Humanities 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 on a specific DPC due to item #1 above, eligible tenured faculty members from other divisions/departments will be solicited via the Dean of Liberal Arts and Public Services. Eligible faculty members from other departments/divisions will be placed on a list of candidates for election to the DPC. The Dean of Liberal Arts and Public Services shall notify the eligible faculty members from outside the department/division that they will be candidates for election to the Humanities DPC unless they notify the Dean of Liberal Arts and Public Services in a timely manner as to reasons for ineligibility. Those who do not notify the Dean of Liberal Arts and Public Services will be considered to have granted permission to be candidates for election. The Dean of Liberal Arts and Public Services 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 Dean of Liberal Arts and Public Services. 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 will ask the alternate elected, if any, by the department to substitute for the regular DPC member during the applicant's review process.
- C. On selection of members for the Department Personnel Committee (DPC)
1. The Humanities faculty members will elect DPC members by secret ballot, including nominated faculty members from other divisions **when possible and when applicable**.
  2. The Humanities faculty members will elect DPC members during the spring semester previous to the academic year of service on the DPC. If needed, additional DPC members could be elected during the beginning of the fall semester.
  3. The DC will initiate the DPC election process by requesting eligibility information from all Humanities tenured faculty members. A tenured faculty member is not eligible if he/she is serving as a department or division chair.
  4. The DC will designate when possible deadlines for submitting eligibility information and holding the elections.
- D. On selection of a convener of the DPC
1. The DC shall select the convener of the DPC.
- 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 by all DPC members, arranging the meetings of the Committee, preparing the final DPC report, and insuring that the contractual and administrative guidelines are followed.
  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 Chancellor'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.
  - 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.
  - c. If the decision is not unanimous, minority concerns may be included in the one Committee report; a majority is interpreted as having the most votes--for or against the application.
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 **Chancellor's Office**. If highly technical materials are submitted by the candidate (such as a publication or written in a language other than English), the DPC may seek direct evaluation assistance from an outside expert. Such contacts should also be cleared through the Chancellor's Office.
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 Chancellor's office.

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Department Chair

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Date

**Campus: Hawai'i Community College**

**Division: Liberal Arts  
Department: Humanities**

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Dean of Liberal Arts and Public Services

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Date

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Chancellor

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Date

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UHPA

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Date