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UH Hilo
Division of Student Affairs
Departmental Personnel Committee (DPC)
Policy and Procedures

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Introduction

The following statements set forth policy with respect to the formation and procedures of Departmental Personnel Committee (DPC) in the Division of Student Affairs (DSA). The DPC shall be constituted for the purpose of reviewing promotion, tenure, and contract renewal applications of DSA Faculty Specialists. During all review processes, the DPC will follow the current *UHPA/BOR Contract Agreement, the DSA Departmental Personnel Committee Policy and Procedures, and the DSA Contract Renewal, Tenure, and Promotion Handbook*. While these procedures are not required when reviewing faculty on limited term contracts (LTC) for bi-annual evaluation, they are required for (LTC) promotion applications.

The primary function of the DPC is to evaluate the applicant's qualifications for promotion and/or tenure or contract renewal and to vote on whether documentation provided by the applicant adequately supports the case. The DPC shall rely on the information in the applicant's dossier for this purpose. This process, including the Committee's review of dossiers, deliberations, and voting is confidential.

A. Procedures

1. Only tenured Bargaining Unit 07 faculty holding appointments of .50 FTE or greater will be eligible to serve on a DPC.
2. Members of the DPC will be selected by the tenured specialists in the Division of Student Affairs in consultation with the Vice Chancellor for Student Affairs.
3. A DPC of at least three (3) members and no more than (5) members will be established.
4. In promotion, tenure and contract renewal cases, the DPC may include eligible UH Hilo faculty in other units, however a **majority** of the DPC when possible, must be DSA faculty.
5. In promotion cases, the DPC must be composed of faculty equal to or of higher rank than the rank being sought.
6. All voting by Department of Personnel Committee shall be conducted by secret ballot.
7. The tenured specialists voted not to institute the exclusion option provided by Article X.B., in the UHPA/BOR Contract

B. Applicant Dossiers

All considerations of the DPC shall be based on the material of the dossier. In addition to the narrative of professional activities and the curriculum vita of the candidate, dossiers submitted for promotion and/or tenure are to include independent evaluations of the applicant's professional performance. When applicable, evaluations by students served could be included.

During deliberations, members of the DPC are required to review privileged information and are responsible for maintaining confidentiality of that information.

1. Contract Renewal

A standard of satisfactory performance is required for a positive decision. The candidate's performance will be assessed for strengths and weaknesses. The candidate should provide evidence of professional growth and improvement and demonstrate the personal qualities needed by the Division of Student Affairs. It is also required that there is a continuing need for the specialist member's services at the University.

Candidates are encouraged to keep the application procedures and forms for tenure in mind as they prepare their contract renewal applications, as this will assist them when preparing their tenure and/or promotion application and documentation.

2. Tenure

The basis for recommending tenure is that the specialist faculty is and will continue to be an effective and productive member of the Division of Student Affairs and UH Hilo.

3. Promotion

The general guidelines for recommending promotion are that the specialist faculty has acquired valuable experience and has provided documentation supporting a significant range of achievements that clearly demonstrate increasing professional growth.

Tenure and Promotion application procedures and forms are in *Contract Renewal, Promotion, Tenure Handbook for Specialist Faculty in Student Affairs*.

Any Condition of this document that is not in compliance with the current UHPA/BOR contract shall be null and void. Any DSA faculty member may submit to the DSA tenured faculty specialists or consideration a recommendation in writing for a revision for this procedure. Changes in DPC procedures shall be ratified by majority of DSA tenured faculty specialists. The proposed amendment shall be sent through the Vice Chancellor for Student Affairs and to the Chancellor for review and approval, which shall not be unreasonably withheld. Approved amended procedures shall be filed with the Union and Vice Chancellor.