UH - Hilo Academic Affairs

Procedures for Appointing Tenure and Promotion Review Committees (TPRCs)

Academic Policy 3-2005
Effective: September 26, 2005
Amended: September 2, 2016
Supercedes: N/A

Eligibility for TPRCs
The appointment of TPRCs is covered in the University-UHPA contract Chapters XII section F.2 and XV section C. TPRC members are selected from the Faculty Personnel Panel defined in XV.B of the contract. Tenured I and R faculty at ranks 4 and 5 and tenured S, B, and A faculty at ranks 3, 4, 5 at UH-Hilo are included on the panel. The Chancellor has appointing authority and may delegate that authority to the Vice-Chancellor. The number of TPRCs, the number of members on a TPRC, their affiliations, and the specific choice of TPRC appointees are the prerogative of the Chancellor or his/her designee.

Appointing Process
This policy is created to detail the process for creating the TPRCs. The life of the TPRCs shall be one year and will end when the Chancellor has finalized all personnel actions for the given year. The Chancellor or Vice-Chancellor will appoint TPRCs and will make substitutions to these TPRCs in the event of exclusions. One member of each TPRC will be designated as the convener. During the first meeting of the committee, a chair will be selected and members will sign a form related to the handling of confidential material. TPRC members will be at a rank equivalent to or higher than that applied for by the applicant.

The TPRC for Instructional Faculty
The TPRC for instructional faculty will consist of five Instructional Faculty members of rank equivalent to or higher than that applied for by the applicant. The TPRC will consist of five members taking care to exclude individuals who are on the applicants exclusion list, did not serve on the DPC that evaluated the applicant in the current cycle and do not have a spouse or partner relationship with an individual that evaluated the applicant in the current cycle.

The TPRC for Library and Student Services Faculties

The TPRC that deals with promotion and tenure cases for Library and Student Services Faculty will consist of five members, two from the Faculty of the Library, two from Student Services, and one appointee selected at large from the Faculty Personnel Panel. In cases where there are insufficient faculty from either the Library or Student Services to staff a TPRC, the Chancellor of UH Hilo and the Executive Director of the union will co-appoint the TPRC.

James D Kardash 9/27/2016

James Kardash Date
Associate Executive Director
UHPA

Matthew Platz SEP 21 2016

Matthew Platz Date
Vice Chancellor for Academic Affairs
University of Hawai'i at Hilo