

APPROVED: UHPA

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James D. Kindach

DATE: 8/27/2020

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**DEPARTMENT OF PHARMACY PRACTICE (PP)
DEPARTMENTAL/DIVISION PERSONNEL COMMITTEE (DPC) GUIDELINES
DANIEL K. INOUE COLLEGE OF PHARMACY (DKICP)
UNIVERSITY OF HAWAI'I AT HILO (UH-Hilo)
Approved by the Faculty, April 2020
REVISED May 26, 2020**

1. Purpose of the Committee

- a. The purpose of the DKICP DPC committee is to evaluate applicants for contract renewal, promotion and/or tenure and to make recommendations to the Department Chair (DC) and the Dean.
- b. The committee will employ the principles of fairness, equity, integrity, and consistency in contract renewal, promotion and/or tenure recommendations.

2. Structure of the Committee

- a. Tenure and promotion committees shall consist of a minimum of three (3) tenured Associate or Full Professors from the Department of Pharmacy Practice (PP) plus 2 alternates in the case of conflict of interest or recusal.
- b. For candidates pursuing promotion to Full Professor, the committee must consist only of Full Professors.
- c. Excluded from serving are:
 - Dean
 - Department Chairs
 - Directors in an Executive/Management category
- d. If there are not enough tenured Associate or Full Professors to serve, *alternate members* at the required rank may be recruited from:
 - Another DKICP department
 - Other University departments with faculty who have expertise in the applicant's area
- e. Faculty cannot serve as committee members in the academic year in which they are applying for promotion and/or tenure.

3. Criteria for Promotion, Tenure, and Contract Renewal Recommendation

Evaluation of dossiers is based upon criteria for contract renewal, promotion, and tenure recommendations set forth in the University of Hawaii Hilo Promotion and Tenure Guidelines supplemented by the DKICP PP guidelines.

4. Selection of Members

- The DKICP Personnel Officer will send faculty a list of all faculty qualified to be committee members.
- Faculty can nominate themselves or others from the list.
- The Dean or the DC may exclude faculty who have served two or more consecutive terms from the list.
- If there are not enough PP tenured faculty to serve (see 2e), the PP DC will ask PP faculty to nominate faculty from other UH departments. For nominated faculty, the Dean will ask the nominee's Dean to confirm that they are qualified and to approve having them serve. If approved, the PP DC will ask the nominated faculty member if they are willing to serve.
- DKICP Personnel Officer will send PP faculty the list of approved nominees.
- Elections will remain open for three (3) days with a deadline of 4:30 pm on the third day.
- The DKICP Personnel Officer will send election results to the elected faculty, other PP faculty, the DC, and the Dean.
- The DKICP Personnel Officer will designate one member as the convener who will call the first meeting.
- Committee members shall elect a Chair at their first meeting.

5. Confidentiality

- All committee members shall sign a confidentiality statement prior to reviewing any dossiers. No information discussed at the meetings may be discussed outside the committee. Infraction of this principle is a serious violation of professional ethics.
- No one other than committee members shall attend the meetings.
- Any discussions related to the applications shall be considered privileged and all notes shall be destroyed.
- The Chair is the only member of the committee to correspond with the Dean, VCAA or union should questions arise on a dossier

6. Conflicts of interest

- Potential committee members shall inform the PP DC of any conflicts at the beginning of the review process.
- Any committee member who claims a conflict should neither participate in the discussion nor vote on the applicant's file.
- Abstentions should be rare and based on the establishment of a clear conflict of interest.
- A candidate may request to exclude faculty members from reviewing their dossier when the candidate believes there is a conflict of interest that would prevent their fair evaluation of the candidate's application.
- Conflict of interest cases should be reviewed by the DKICP Dean.
- When a conflict is found to exist, the Dean will ask that they be excluded from the committee.

- The Dean may also suggest to the PP DC that a faculty member should be excluded due to a conflict of interest.

7. Function and Responsibilities

- After reviewing and discussing the dossier, the committee should conduct a vote by secret ballot. The results of this vote shall be recorded in the dossier.
- The committee members shall write an assessment statement including recommendations based on the required form of the UH-Hilo Guidelines for Contract Renewal, Promotion and Tenure.
- This form shall be placed in the applicant's dossier and forwarded to the DC.