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GENERAL PROCEDURES

SOCIAL SCIENCES DIVISION PERSONNEL COMMITTEE

The 2015-17 Collective Bargaining Agreement specifies “each Department or Division, or comparable unit within the University, shall put in writing, and approve through a majority vote of the bargaining unit Faculty Members, procedures or policies that will include, but are not limited to, tenure, promotion, and contract renewal evaluations and recommendations, and recommendation of the Department or Division Chair (DC). If such procedures have not been written and approved within six (6) months of the execution of this Agreement, the Employer and Union shall develop such procedures for the Department or Division.”

The 2015-17 Collective Bargaining Agreement establishes the following **Minimum Requirements for Department Procedures**: *Written Department or Division Personnel Committee (DPC) procedures shall at a minimum provide for*

- (a) secret ballot voting at all final votes,*
- (b) strict exclusion from voting of any individual who is not a tenured Bargaining Unit 07 member over the tenure or contract renewal of another Faculty Member,*
- (c) that only Faculty Members of equal or higher rank to which the applicant has applied can vote on applications for promotions,*
- (d) procedures for the orderly review of dossiers at the Department or Division level, and*
- (e) that the determination of the Department's or Division's recommendation for DC to the Dean or Director, or other appropriate administrator, shall be based on a majority vote of all bargaining unit Faculty Members in the Department or Division.*

Social Sciences Division Personnel Committee:

The Division Personnel Committee shall be composed of five Unit 07 tenured members elected by all faculty members of the Social Sciences Division (excluding faculty from departments that choose to form their own DPC), and to include at least three full professors. Additionally, there will be two full professors selected to serve as alternates.

In accordance with the Collective Bargaining Agreement, a department with six (6) or more full-time Faculty Members may choose to conduct its own DPC composed of department members. The Department may include other Faculty from within the Division in its Personnel Committee. For these departments, the term DC shall refer to Department Chair for purposes of personnel evaluations. Faculty in departments with less than six (6) full-time Faculty Members shall be served by a DPC composed of Faculty from the departments within their Division. For these departments the term DC shall refer to Division Chair for purposes of personnel evaluations. Faculty members who serve on Departmental Personnel Committees will also be eligible to serve on the Division Personnel Committee

1. Before September 1, the Division Chair will announce the election of a Division Personnel Committee and distribute the names of all faculty members eligible to serve.
2. If a department has six (6) or more full-time Faculty Members and chooses to conduct its own DPC composed of department members, the chair of the department must notify the Division chair of that decision prior to September 1.
3. Eligible faculty who will be applying for promotion or do not wish to be on the ballot have four (4) days following the distribution of the list to inform the Division Chair in writing to remove their names from the ballot.
4. Before September 8, the Division Chair will distribute the names of those eligible faculty willing to stand for election.
5. A faculty member may serve on more than one DPC. They may also choose to serve on only one DPC, but in that case, then the Division DPC must take precedence over a Departmental DPC.
6. Ballots listing all eligible Faculty Members will be distributed to the Social Sciences Division mailboxes of all Faculty who are members of the bargaining unit by September 10. The election will remain open for a minimum of four (4) days and all ballots must be returned to the locked Ballot Box located in the division office by 4:15 PM on the final day.
7. The division's full-time non-faculty staff will count the votes after the election is closed and deliver the final counts to the division chair.
8. The DPC will consist of
 - a. The three full professors who receive the most votes; and
 - b. The two tenured faculty other than the three full professors above who received the most votes.
 - c. Additionally, the two full professors who remain on the list will serve as alternates and participate in the DPC deliberations if an elected member recuses her or himself from a specific case and for candidates who are seeking promotion to full professor.

The 2015-17 Collective Bargaining Agreement specifies that only full professors can participate in DPC deliberations for candidates seeking promotion to full professor.

9. If more than two (2) faculty members recuses themselves from serving on the evaluation of a specific case, the faculty member receiving the most votes, not elected to serve, will be appointed to serve as an alternant. If that individual cannot serve, the faculty member with the next most votes will be appointed, etc., until the DPC has its normal complement. If the candidate to be reviewed is applying for promotion to full professor, the next highest vote receiver with the rank of full professor will replace the recusing DPC member or alternate.
10. At its first meeting, the DPC shall convene and select one of the full professors on the committee to serve as chair. Only individuals who have previously served on a DPC are eligible to serve as DPC chair.

11. All members of the DPC and the Division Chair (DC) shall sign a confidentiality statement prior to viewing the dossiers of any candidates. No personnel information of any kind, including voting, may be discussed outside the committee. Infraction of this principle is a serious violation of professional ethics.
12. Candidates for promotion, tenure or contract renewal may include letters in their dossier which are written by individuals who are selected to serve on the DPC.
13. When deliberating on applications for contract renewal, the DPC and DC shall adhere to relevant sections of the current agreement between UHPA and the BOR.
14. During its review of an application, the DPC may request additional pertinent material from the candidate. The chair of the DPC will make a written request to the candidate for additional pertinent material after consulting with the Division Chair.
15. All DPC voting shall be done by secret ballot. The ballots should be retained by the DPC chair until all promotion, tenure and contract renewal procedures are complete for that year.
16. The chair of the DPC and the DC will meet jointly with each candidate for Contract Renewal (but not for Tenure or Promotion) to review the recommendations from the DPC and the DC