Information related to the Division Personnel Committee Election Procedure

The 2015-17 Collective Bargaining Agreement requires each division to have its procedures for the Division Personnel Committee approved by a majority vote of the full-time faculty. Following the faculty vote, the procedures must be approved by the UHH administration and the union.

The following procedure has been modified to comply with the Collective Bargaining Agreement. The procedure also clarifies that candidates for contract renewal, tenure and/or promotion can include in their dossiers letters of recommendation written by faculty who are selected to serve on the DPC. For example, if a candidate for promotion receives a letter of recommendation from his or her department chair, it does not have to be removed if the chair is selected to serve on the DPC.

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.

General voting procedures

Ballots and the ballot box will be prepared by division office staff under supervision of the Division Chair, who will review the ballot. The voting process will be clearly provided on the ballot. Faculty members can vote for up to 5 faculty members on the ballot from different departments (unless otherwise specified on the ballot). Departments with more than 6 faculty members and four (4) or more eligible faculty members (and not conducting an independent Department Personnel Committee) may have votes for two faculty members specified on the ballot as determined by the Division Chair. The ballot box will be maintained in the division office. Ballots may be submitted during regular office hours, 7:30am - 4:30pm. A faculty member must submit their own ballot to the ballot box and should not submit for another faculty member.

The Division Chair will establish the committee(s) based on faculty members receiving greatest number of votes and present/previous service on TPRC and DPC. The Division Chair will contact DPC members within one week of the vote.
University of Hawaii at Hilo - College of Arts and Sciences

Natural Sciences Division Personnel Committee (DPC)

Election Procedure and Responsibility

(Sept, 2016)

The Division Chair and DPC members shall review the process for establishing the DPC as presented in the active Collective Bargaining Agreement. Presently, the agreement states that each Department or division shall derive procedures and policies for tenure, promotion, and contract renewal evaluations and recommendations. The following procedure outlines the procedure approved by division faculty vote.

A Division Personnel Committee shall be composed of five (5) Unit 07 tenured members elected by all faculty members of the Natural Sciences Division. Any department that has six (6) or more full-time Faculty Members may choose to conduct its own Department Personnel Committee composed of department members, and this procedure will apply. If a department votes to form its own DPC, the chair of the department must notify the Division chair of that decision prior to September 1. All eligible tenured Natural Sciences Division Faculty shall be included on a ballot to establish the DPC (although faculty members serving on a Department Personnel Committee may be provided an exemption by the Division Chair).

If the Division and Department Chairs determine the need for two or more DPCs during an academic year due to a large number of dossiers, then two committees will be formed, which may divided by tenure, promotion, and/or contract renewal applications. If more than one committee is recommended, then the Division Chair will notify the faculty and voting procedures.

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. Eligible faculty members shall include tenured faculty, who have not served on a DPC and/or a TPRC in two consecutive years, are not on sabbatical or leave, or have another exception approved by the Division Chair.

2. Before September 8, the Division Chair will initiate the election procedure and distribute the announcement with the voting deadline (usually before September 15).

3. A faculty member may serve on more than one DPC. Substitutions may be made to committees if a conflict is noted or a faculty member recuses her/himself due to a conflict.

4. Ballots listing all eligible faculty members will be distributed to the Natural Sciences Division mailboxes of all faculty who are members of the bargaining unit before the election (which will usually be held before September 15). 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 before 4:15 PM on the final day of election.
5. A full-time non-faculty staff member in the Division office will count the votes after the
election is closed and deliver the final counts to the division chair.

The DPC will consist of:

a. At least two (2) full professors who receive the most votes; and
b. Three (3) tenured faculty members who received the most votes (in addition to the
    aforementioned two full professors; total 5 members).
c. Additionally, three (3) full professors who are on the list of voted faculty and not
    assigned to a DPC will serve as alternates and participate in DPC deliberations if an
    elected member cannot serve in a case or recuses her/himself from a case, or to complete
    a DPC for a full professor promotion review.

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

6. If more than two (2) faculty members recuse themselves from serving on the evaluation of a
specific case, the faculty member receiving the most votes, not elected to serve but able to
serve, will be appointed to serve as an alternate.

7. At its first meeting, the DPC shall convene and select a chair. Only individuals who have
previously served on a DPC are eligible to serve as DPC chair.

8. 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.

9. 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.

10. 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.

11. 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.

12. All DPC voting shall be conducted 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.

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