

**Departmental Procedures
Governing Contract Renewal, Tenure, and Promotion
for University of Hawaii at Hilo, Edwin H. Mookini Librarians**

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Article X, "Department or Division Procedures Governing Tenure, Promotion, and Contract Renewal" (pp. 18-19) of the *2009-2015 Agreement between the University of Hawaii Professional Assembly and the Board of Regents of the University of Hawaii* forms the basis for the following departmental procedures adopted by the UH-Hilo Edwin H. Mookini Library librarians for tenure, promotion, and contract renewal. Guidelines and provisions for recommending amendments to these procedures are also described in Article X.

The Library Personnel Committee (LPC)

The Division/Department Personnel Committee or DPC referenced in the collective bargaining contract will be called the Library Personnel Committee or the LPC.

The voting membership of the Library Senate shall determine the composition of the Library Personnel Committee. Library faculty voted by secret ballot not to institute the exclusion option provided by Article X. B. (September 18, 2003.)

The Library Personnel Committee shall consist of three tenured UH-Hilo Edwin H. Mookini Library librarians. Librarians who are applicants for tenure, promotion, or in the terminal year of their contract during the academic year in question and all individuals who are not tenured bargaining Unit 07 members will be excluded. Only faculty members of equal or of higher rank than the rank to which the applicant has applied may vote on applications for promotions.

If three tenured librarians are not available, then tenured, non-instructional faculty (who are not applicants for any personnel action) from UH Hilo Academic Affairs units, the UH Hilo Division of Student Affairs, or a library within the UH System may be invited to serve on the Library Personnel Committee.

At this time the Edwin H. Mookini Library has no position comparable to that of a Division Head or Department Chair (DC).

Confidentiality and Access to the Dossier

During the tenure and promotion deliberations, members of the Library Personnel Committee are required to review privileged information and are responsible for maintaining the confidentiality of that information. This means that no information, discussion or vote or any other part whatsoever of the Committee's deliberations will be communicated outside of the Committee.

At each step in the review process, access to a candidate's dossier is limited to those individuals deliberating at the particular step. The candidate is advised to retain a copy of the dossier exactly as submitted. With the approval of the chairperson of the Library Personnel Committee, candidates may add material to their dossier but only to update or add something substantively new that occurred since the submission of the dossier. Revisions and corrections are not permitted. Examples of appropriate additional submissions include information on the completion of a grant or project; publication of a paper; acknowledgement of additional recognition, etc.

No anonymous material will be accepted at any level of deliberation.

The Office of the University Librarian maintains the security of the dossier.

CONTRACT RENEWAL

Summary of the Review Process:

Librarian → Library Personnel Committee → University Librarian

University requirements regarding the length of faculty probationary periods, procedures and schedules for contract renewal or termination of appointment for non-tenured faculty are contained in the current collective bargaining agreement.

Contract Renewal Considerations: The document, "Library Faculty Evaluation Criteria, University of Hawaii at Hilo," July 22, 1994, establishes the criteria against which candidates for contract renewal will be evaluated. The positive recommendations will require that:

Based on the established criteria, the candidate's performance has been assessed for strengths and weaknesses and has been rated as satisfactory.

There is a continuing need for the faculty member's service at the University.

The candidate has provided evidence of professional growth and improvement and has demonstrated the professional and personal qualities needed by the Library or similar considerations.

A positive assessment does not necessarily assure renewal of appointment.

Duties and Responsibilities of Those Involved:

Administrative Office

The Administrative Office (Office of the University Librarian) maintains the official personnel records for all Library personnel.

The Administrative Office notifies all non-tenured librarians on a timely basis when they are to be considered for contract renewal.

The Administrative Office provides the appropriate copies of the guidelines and reappointment recommendation forms for the contract renewal process. The Office also coordinates the review process and maintains the security of the applications.

Librarian (Applicant)

The Librarian is responsible for preparing the necessary contract renewal application addressing the criteria described in the "Library Faculty Evaluation Criteria, University of Hawaii at Hilo," July 22, 1994. The application may be cumulative with emphasis on the last year of service.

Library Personnel Committee (LPC)

General guidelines governing deliberations: Article X, "Department or Division Procedures Governing Tenure, Promotion, and Contract Renewal" (pp. 18-19) of the *2009-2015 Agreement between the University of Hawaii Professional Assembly and the Board of Regents of the University of Hawaii*.

The LPC's duties and responsibilities:

Conduct a thorough and objective review of the evidence.

Evaluate the candidate's application based on the "Library Faculty Evaluation Criteria, University of Hawaii at Hilo," July 22, 1994, and the contract renewal considerations noted in V, C.

Prepare a written assessment of the strengths and weaknesses based on the evidence and include a recommendation.

Meet with the candidate to discuss the written assessment of the strengths and weaknesses.

University Librarian

The University Librarian is responsible for reviewing the application and completing a written assessment and recommendation.

The University Librarian will then show the assessments and recommendations to the candidate concerned.

The University Librarian is responsible for written notifications to the candidate.

TENURE AND PROMOTION

Summary of the Review Process:

Librarian → Library Personnel Committee → University Librarian → Tenure and Promotion Review Committee → Chancellor, UH-Hilo → University President → Board of Regents

Tenure and Promotion Considerations

Tenure: The basis for recommending tenure is that the librarian is and will continue to be an efficient and productive member of the UH-Hilo Edwin H. Mookini Library. The document, "Library Faculty Evaluation Criteria, University of Hawaii at Hilo," July 22, 1994, establishes the criteria against which the candidate will be evaluated. Specific activities and knowledge are weighted in each case to reflect the responsibilities and rank of the candidate. The candidate will be evaluated in terms of:

Overall effectiveness as a librarian.

Quality of performance as a librarian.

Present and future value to the Library and the University.

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

Library faculty concur that candidates may apply for promotion prior to receiving tenure but only under exceptional circumstances. (September 18, 2003.) (See also the section on Professional Development in the "Library Faculty Evaluation Criteria, University of Hawaii at Hilo," July 22, 1994.) The BOR requires applicants seeking an early promotion to formally request a waiver of time-in-rank. The BOR decides on this issue before the faculty member's application for promotion is accepted.

Responsibilities and Duties of Those Involved

Administrative Office (Office of the University Librarian)

The Administrative Office maintains the official personnel records for all Library personnel.

The Administrative Office provides the following:

Notification to librarians when they are to be considered for tenure and contract renewal.

A calendar for personnel action, including tenure, promotion, and contract renewal at the beginning of each academic year.

Copies of guidelines and forms for requesting an extension of the probationary period, tenure, promotion, contract renewal, etc.

The Administrative Office assists in the coordination of the review process.

After the completion of the review process, the Administrative Office also duplicates and retains the copy of the dossier (the application, narrative, and evaluations) and forwards the original to the next appropriate review body.

Librarian (Applicant)

The librarian is responsible for preparing the necessary promotion and tenure application and compiling supporting documentation in the form of a dossier. The application will address the criteria described in the "Library Faculty Evaluation Criteria, University of Hawaii at Hilo," July 22, 1994.

The librarian may refer to Article XII, "Tenure and Service" (pp. 20-28) of the *2009-2015 Agreement between the University of Hawaii Professional Assembly and the Board of Regents of the University of Hawai'i* for information.

Library Personnel Committee (LPC)

The University Librarian will appoint a convenor for the LPC, and the Committee will elect its Chairperson.

General guidelines governing the deliberations of the Committee:

Meetings will be convened in closed sessions by the Chairperson or at the request of a majority of the members.

All members of the committee must be present when voting.

Voting will be by secret ballot.

Voting results, including tie votes and abstentions, will be reported by count.

The Committee's duties and responsibilities:

Review the candidate's dossier for completeness.

Conduct a thorough and objective review of the evidence.

Evaluate the candidate's application based on the "Library Faculty Evaluation Criteria, University of Hawaii at Hilo," July 22, 1994.

Prepare one (1) written assessment of strengths and weaknesses based on the evidence. A minority opinion may be submitted if the vote is not unanimous.

Append a recommendation if they so desire.

Transmit the dossier to the next higher level of review, i.e., the University Librarian.

University Librarian

The University Librarian is responsible for reviewing the dossier, submitting a written assessment and recommendation, and forwarding the dossier to the Tenure and Promotion Review Committee (TPRC).

Tenure and Promotion Review Committee (TPRC)

Policies and procedures for appointment and composition of the TPRC are described in Article XV, "Faculty Personnel Panel" (pp. 34-35) of the *2009-2015 Agreement between the University of Hawaii Professional Assembly and the*

Board of Regents of the University of Hawai'i. The TPRC is appointed by the Chancellor or his/her designee according to the guidelines in the Agreement.

Signed Matthew Lopez Date 3/24/16
Vice-Chancellor for Academic Affairs, University of Hawaii at Hilo

Signed James D. Kendrick Date 2/9/2016
University of Hawaii Professional Assembly