

James D Kaidash 2/27/2017
UHPA date

Mattuello 2/27/17
Office of the Chancellor date

**University of Hawaii at Hilo
CCECS/Academic Affairs
December 2016**

**Policy and Procedures Governing Contract Renewal and Promotion
For the Non-Tenure Track Faculty**

PURPOSE

The purpose of this Personnel Committee (DPC) document is to provide the guidelines and procedures governing contract renewal, promotion and tenure for faculty within Academic Affairs within the CCECS. Five faculty members currently comprise the Academic Affairs Unit: a) two tenured and b) three non-tenured leading faculty members. Of the three, two are classified as "Specialists" at the "Junior Specialist/S-2" rank; the other is a non-tenure leading "Instructional" classification at the "Instructor/I-2" rank. Therefore there is a need to identify eligible faculty members from other units who are familiar with at least some of the areas of expertise of the non-tenure leading applicants to serve in the Academic Affairs DPC.

EFFECTIVE DATE

These guidelines become effective upon approval by UHPA/Office of the Chancellor.

A. SUBJECT/ACADEMIC AREAS FROM WHICH TO RECRUIT DPC MEMBERS

1. Library
2. Student Affairs
3. Linguistics (CoHL)
4. School of Education
5. Humanities (Languages and Arts departments)
6. Social Sciences (Anthropology and History departments)

B. MAKE-UP OF ACADEMIC AFFAIRS DPC

- 1. At a minimum, three with one alternate**
- 2. At a maximum, five**

C. SELECTION PROCESS

- 1. Identify eligible potential members (from "A" above)**
- 2. There shall be no fewer than two eligible faculty members on the ballot**
- 3. Academic Affairs applicants shall vote by secret ballot**
- 4. The top five shall be identified**
- 5. Tallied votes shall be forwarded to the Dean (or VC Academic Affairs designated administrator) who will notify the top four candidates**
- 6. The top three candidates shall be seated on the DPC and the fourth will be the Alternate**
- 7. The results of the election will be tallied by an Academic Affairs staff member designated by the Vice Chancellor of Academic Affairs and immediately reported to the applicants**
- 8. The Dean will immediately identify one of the three to convene the DPC**
- 9. The DPC shall select a Chair**
- 10. The DPC shall carry out its work according to contract renewal, tenure and promotion procedures posted on the VCAA website.**
- 11. In the case of a contradiction between the VCAA posting and the Collective Bargaining Agreement (CBA), the CBA shall take priority**
- 12. The DPC recommendation(s) shall be forwarded to the Dean (or designated administrator)**
- 13. The Dean (or designated administrator) shall observe the Academic Affairs Personnel Calendar and follow through on the remaining steps to complete the Contract Renewal Application process in a timely fashion.**