

UHPA/Date

James Kardash 9/24/2016

Chancellor/Date

Matthew DeJ 9/21/16

UH Hilo School of Nursing 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.*

School of Nursing Division Personnel Committee:

The Division Personnel Committee shall be composed of five Unit 07 tenured faculty members elected by all faculty members of the School of Nursing. In the event there are less than five tenured members, the School of Nursing faculty will recruit and nominate University of Hawaii at Hilo Unit 07 tenured faculty to serve. Outside members will be asked to provide a current CV.

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 (Director of Nursing) for purposes of personnel evaluations.

1. Before September 1, the Director of Nursing will announce the election of a Division Personnel Committee and distribute the names of all faculty members eligible to serve.
2. 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 Director in writing to remove their names from the ballot.
3. Before September 8, the Director will distribute the names of those eligible faculty including outside SON faculty members willing to stand for election to the DPC.
4. Ballots listing all eligible Faculty Members will be distributed to the School of Nursing 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 School of Nursing with the APT personnel managing the locked box by 4:15 PM on the final day.
5. The School of Nursing's full-time non-faculty staff will count the votes after the election is closed and deliver the final counts to the Director.
6. The DPC will consist of five tenured faculty who meet the criteria outlined in 2015-17 Collective Bargaining Agreement which establishes the Minimum Requirements for Department Procedures.

The 2015-17 Collective Bargaining Agreement specifies that only full professors can participate in DPC deliberations for candidates seeking promotion to full professor.
7. 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, will be appointed to serve as an alternate. 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.
8. The DPC shall convene and select a chair at its first meeting; only those who have previously served on a DPC are eligible to serve as DPC chair.
9. All members of the DPC and the Director 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.
10. 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.

11. When deliberating on applications for contract renewal, the DPC and Director shall adhere to relevant sections of the current agreement between UHPA and the BOR.
12. 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 Director.
13. 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.
14. The chair of the DPC and the Director will meet jointly with each candidate for Contract Renewal (but not for Tenure or Promotion) to review the recommendations from the DPC and the Director.

Revised KD9/20/2016