DIVISION PERSONNEL COMMITTEE GUIDELINES AND PROCEDURES FOR DIVISION I AND DIVISION II FACULTY AT WINDWARD COMMUNITY COLLEGE

PURPOSE: The purpose of this Division Personnel Committee (DPC) document is to provide the guidelines and procedures governing tenure, promotion, and contract renewal for faculty within the two credit divisions (Division I and Division II) at Windward Community College.

EFFECTIVE DATE: These guidelines and procedures become effective August 1, 2016, or upon approval by the Chancellor and the University of Hawai‘i Professional Assembly.

DEVELOPMENT AND AMENDMENTS TO GUIDELINES AND PROCEDURES
1. Tenured and tenure-track Bargaining Unit 07 members in the Division may be involved in the formal deliberations regarding the establishment of these guidelines and procedures; the review of these guidelines and procedures; and any possible amendments to these guidelines and procedures.

2. Only tenured Bargaining Unit 07 members in the Division are eligible to vote for the acceptance or rejection of these initial guidelines and procedures and for any subsequent amendments that are proposed.

3. These guidelines and procedures may be amended at any time during the year subject to the approval by a simple majority of all tenured Bargaining Unit 07 members in the division.

4. Initial approval of and subsequent proposals to amend these guidelines and procedures must be voted on by secret ballot.

5. Any tenured or tenure-track Bargaining Unit 07 member in the Division may recommend changes or request proposed amendments to be formally discussed; however, it shall be the responsibility of the DPC to review these guidelines and procedures annually to ensure conformance with the terms of the collective bargaining agreement, U.H. Board of Regents policies, and administrative guidelines and procedures.

6. Recommendation for changes shall be forwarded to the Vice Chancellor for Academic Affairs who will inform all tenured and tenure-track Bargaining Unit 07 members in the Division, convene a meeting to discuss the recommendation(s) as may be determined necessary, and to conduct the election required to approve any changes to these guidelines and procedures.

7. This and any subsequently approved amendments shall be compiled and submitted for review and approval through the appropriate channel by the Vice Chancellor for Academic Affairs.
DPC MEMBERSHIP

1. The DPC shall be comprised of three (3) tenured Bargaining Unit 07 members from within the Division.

2. Selection of those eligible to serve on the DPC shall be by secret ballot.
   
a. Only WCC faculty members will serve on DPCs.
   
b. Division or Department Chairs or other bargaining members serving in similar capacities, shall not be eligible to serve on a DPC.
   
c. Those elected to the DPC shall serve for one academic year.
   
d. Those eligible but not elected to serve on the DPC shall be designated as the alternate in the order of the higher to lower number of votes received being equated with first alternate, second alternate, and so on. In the case of ties, another vote will be taken to determine clearly the order in which alternates will be identified.
   
e. If any elected DPC member is unable to complete a term due to illness, approved leave of absence or other valid reason, the first alternate as described in 2.d. above shall replace the member who is not able to serve for the length of his/her term or until he/she is able to resume serving.
   
f. Elections for the DPC shall be conducted by the Vice Chancellor for Academic Affairs at the start of the Fall Semester.
      
      (1) Any faculty member who has served on the DPC for the last two successive years may request to be excluded from serving on a DPC. In addition, faculty engaged in an unusually time consuming activity in a particular year may also request exclusion from the election.
      
      (2) Ballots will consist of a predetermined listing of all eligible to be elected for the respective term of the subject election.
      
      (3) Ballots shall be distributed at the appropriate time by the Vice Chancellor for Academic Affairs and completed ballots shall be collected in a manner determined by the Vice Chancellor which ensures confidentiality, such as ballots being deposited into a ballot box. Ballots will be counted and verified by the Vice Chancellor and the Vice Chancellor’s Secretary or any others as may be designated by the Vice Chancellor.
      
      (4) Ties will result in a second voting between those individuals involved. Voting will take place in a timely manner as determined by the Vice Chancellor for Academic Affairs.
Division Personnel Committee Guidelines and Procedures for Division I and Division II Faculty

(5) For the first election under the provisions of these guidelines and procedures, prior DPC service shall not be considered for eligibility and all eligible members of the Division shall be subject to election.

(a) All full-time and part-time regular faculty occupying a position (i.e., excluding lecturers) count are eligible to vote.

(b) Those eligible to vote will be instructed to vote for up to three (3) individuals.

(c) The three (3) individuals receiving the highest number of votes shall be elected to serve on the DPC under the provisions of these guidelines and procedures. The individual receiving the fourth highest number of votes will be designated as the first alternate.

(6) An additional ballot of all rank 4 and 5 faculty of the other\(^1\) division will be distributed and completed at the same time as the regular DPC ballot for the division in the same procedures as per the regular DPC balloting. Ballots will be counted and verified by the Vice Chancellor or his/her designee, resulting in a rank ordering of all these other\(^1\) faculty. This rank ordering will be used as needed per General Tenure and Promotion Deliberation Guidelines, 4. (page 4) in the event that there is an inadequate number of rank-qualified members to serve on the DPC in a the division.

**SELECTION OF THE DPC CHAIR**

1. The elected members of the DPC shall select a Chair from among its members at its first meeting after the election for the DPC has taken place. The Chancellor shall appoint a convener for the first meeting.

2. Selection of the DPC Chair shall be by whatever method deemed appropriate and agreed upon by the majority of the DPC membership.

3. Should the selected Chair not be able to fulfill his/her responsibilities in part or in whole, the DPC shall select a temporary or permanent replacement by whatever means agreed upon by the majority of the DPC membership.

4. A quorum for the purpose of selecting a Chair shall be equal to the DPC membership.

**GENERAL DPC OPERATING GUIDELINES**

1. The DPC chair shall be responsible for coordinating the review of the tenure; promotion, and/or contract renewal applicant's dossier by all DPC members; arranging and conducting the meetings of the DPC; ensuring all collective bargaining agreement and administrative guidelines are followed; preparing all final DPC report for each applicant; and forwarding all applications as follows: Promotion/Tenure to the Chancellor and Contract Renewals to the Vice Chancellor for Academic Affairs.

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\(^1\) Division I for Division II; Division II for Division I
2. Applications for tenure, promotion, and contract renewal shall be evaluated against established Community Colleges, campus, and collective bargaining agreement criteria in effect at the time of application. The Community Colleges and campus criteria are contained in guidelines provided by the Chancellor’s Office each year and collective bargaining agreement guidelines are contained in the printed agreement between the State of Hawai‘i/U.H. Board of Regents and the University of Hawai‘i Professional Assembly in force at the time of evaluation.

3. All deliberations of the DPC shall be kept confidential and shall not be discussed with non-DPC members. There shall be no attempts made to contact the applicant to inform him/her of the DPC assessment or recommendation. If the DPC finds it necessary to request additional information or materials not contained in the original application, the request shall be made through the Chancellor for tenure and promotion applications and the Vice Chancellor for Academic Affairs for contract renewal applications.

4. Once elected to the DPC, a faculty member may not assist in the preparation of an applicant’s tenure, promotion or contract renewal document.

5. An applicant has the option to exclude one member of the DPC. In the event the applicant exercises the exclusion option, the applicant must inform the Dean, or equivalent, in writing, upon submittal of the application.

GENERAL TENURE AND PROMOTION DELIBERATION GUIDELINES

1. Relevant sections and provisions of the collective bargaining agreement in force governing the DPC and deliberations pertaining to tenure and promotion applications must be followed.

2. Relevant sections and provisions of the Community College's and campus' administrative guidelines governing the DPC and deliberations pertaining to tenure and promotion applications must be followed.

3. A quorum for DPC action shall be equal to the number of members on the DPC.

4. For reviews of promotion applications, only DPC members at a rank equal to or higher than the rank to which the applicant has applied, shall be eligible to cast a vote. When there are no rank-qualified members of the DPC to review a promotion application, the next highest vote getter at appropriate rank within that division will be chosen. When there is an inadequate number of rank-qualified members to serve on the DPC in a given division, the highest vote getter at appropriate rank from the other² division will be chosen.

5. Any decision to make a recommendation on an application for or against tenure and/or promotion shall require a vote by secret ballot either for or against recommending tenure

² Division I for Division II; Division II for Division I
and/or promotion. The DPC Chair and at least one other member of the DPC designated by the Chair shall count and verify the ballots.

6. The DPC Chair, or designee, shall then prepare a report of the applicant's strengths and weaknesses and the recommendations (optional) of the DPC.

7. If the vote to recommend for or against tenure and/or promotion is not unanimous, the DPC shall make one (1) written report and include a recommendation, if they so desire. This written report may also include the minority views.

GENERAL CONTRACT RENEWAL DELIBERATION GUIDELINES

1. Relevant sections and provisions of the collective bargaining agreement in force governing the DPC and deliberations pertaining to contract renewal applications must be followed.

2. Relevant sections and provisions of the Community College's and campus' administrative guidelines governing the DPC and deliberations pertaining to contract renewal applications must be followed.

3. A quorum for DPC action shall be equal to the number of members on the DPC.

4. A recommendation is required for all contract renewal applications, except for Acting Appointments. The recommendation for or against contract renewal requires a vote by secret ballot. The DPC Chair and at least one other member of the DPC designated by the Chair shall count and verify the ballots.

5. The DPC Chair shall then prepare a report of the applicant's strengths and weaknesses and the recommendation of the DPC.

6. If the vote to recommend for or against contract renewal is not unanimous, the written report may also include the minority views.

APPROVED/DISAPPROVED:

[Signature]

Douglas Dykstra, Chancellor
Windward Community College

Date

[Signature]

Kristeen Hanselman, Executive Director
University of Hawai'i Professional Assembly

Date