DIVISION PERSONNEL COMMITTEE GUIDELINES AND PROCEDURES
FOR STUDENT AFFAIRS FACULTY
AT WINDWARD COMMUNITY COLLEGE

PURPOSE: The purpose of this DPC document is to provide guidelines governing tenure, promotion, and contract renewal for faculty within Student Affairs 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 assure conformance with the terms of the current collective bargaining agreement; and it shall be the responsibility of the Vice Chancellor for Student Affairs to review the procedures for conformance with U.H. Board of Regents policies and administrative guidelines and procedures.

6. Recommendation for changes shall be forwarded to the Vice Chancellor for Student 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 balloting required to approve any changes to these guidelines and procedures.

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

DPC MEMBERSHIP
1. The DPC shall be comprised of three tenured Bargaining Unit 07 members from within Student Affairs.
2. Selection of those eligible to serve on the DPC shall be by secret ballot.
   a. Only tenured WCC faculty members will serve on this DPC.
   b. Division or Department Chairs or other bargaining members serving in similar capacities or tenured faculty on approved leave of absence shall not be eligible to serve on a DPC.
   c. Those elected to the DPC shall serve for one year.
   d. Those eligible but not elected to serve on the DPC shall be designated as alternates 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 shall be taken to determine clearly the order in which alternates will be identified.
   e. Announcement of the election results shall be made the next working day after the close of balloting, with the three DPC members and the alternates identified as first alternate, second alternate, and so on.
   f. 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 unable to serve for the length of his or her term or until he/she is able to resume serving.
   g. Elections of the DPC shall be conducted each year by the Vice Chancellor for Student Affairs at the start of the fall semester.
   h. Any faculty member who has served on the DPC for the last two successive years may request to be excluded from the ballot. In addition faculty engaged in an unusually time consuming activity in a particular year may request exclusion from the ballot.
   i. Ballots will be comprised of all those eligible to serve on the DPC, unless excluded from the ballot per provisions of 2.h. above.
   j. Ballots shall be distributed at the beginning of the fall semester by the Vice Chancellor for Student Affairs, and completed ballots shall be collected in a manner determined by the Vice Chancellor of Student Affairs which assures confidentiality, such as ballots being deposited into a ballot box. Ballots will be counted by the Vice Chancellor for Student Affairs and the Vice Chancellor for Student Affairs Secretary/Assistant.
   k. All full-time and part-time regular faculty members occupying a position count, including faculty paid with extramural funding, but excluding lecturers, are eligible to vote. Those eligible to vote will be instructed to vote for up to three candidates. The three candidates receiving the most votes shall be elected. The candidates receiving the fourth most votes will be first alternate, the fifth most votes will be the second alternate, and so on.

3. An additional ballot of all rank 4 and 5 faculty of Academic Support, Chancellor’s Support and Career and Community Education faculty 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 for Student Affairs, resulting in a rank ordering of the Academic Support, Chancellor’s Support and Career and Community Education 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 the division.

**SELECTION OF DPC CHAIR**

1. The Chancellor shall appoint a convener for the first meeting.
2. The DPC, as its first order of business, shall select a Chair, by whatever method is deemed appropriate and agreed to by the DPC membership.

3. Should the Chair be unable to fulfill their responsibilities in part or in whole, the DPC shall select a temporary or permanent replacement by whatever means are 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 and administrative guidelines are followed; preparing a 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 Student Affairs.

2. Applications for tenure, promotion, and contract renewal shall be evaluated against established UH Community Colleges, campus, and collective bargaining Agreement criteria in effect at the time of the application. The UH Community Colleges and campus criteria are contained in guidelines to be provided to the DPC by the Chancellor’s Office each year. Collective bargaining agreement guidelines are in the printed current Agreement between the State of Hawai‘i/UH Board of Regents and the University of Hawai‘i Professional Assembly, in force at the time of the 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 to contact the applicant to inform them 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 in writing to the Chancellor (for Tenure/Promotion applications) and the Vice Chancellor for Student Affairs (for Contract Renewal applications). The Chancellor or Vice Chancellor for Student Affairs shall then contact the applicant, receive the additional information or materials for forwarding to the DPC.

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. Faculty in the Counseling Coordinator role shall not participate by voice, vote, presence, or in any other form of communication in the deliberations of the DPC over individual contract renewal, tenure, and promotion applications (Agreement, Article X.B).

6. The Vice Chancellor for Student Affairs shall make all dossiers available to DPC members for individual and committee review during business hours. Dossiers may be reviewed only in Akoakoa.
GENERAL TENURE AND PROMOTION DELIBERATION GUIDELINES

1. Relevant sections and provisions of the collective bargain Agreement in force which govern the DPC and deliberations pertaining to tenure and promotion applications must be followed.

2. Relevant sections and provisions of the UH Community Colleges, 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 of the DPC.

4. For reviews of promotion applications, only DPC members at a rank equal to or higher than the rank sought in the promotion application 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 Academic Support, Chancellor’s Support and Career and Community Education will be chosen.

5. If the DPC opts to make a recommendation on an application, it must conduct a vote by secret either for or against recommending tenure and/or promotion. The DPC Chair and at least one other member of the DPC designated by the Chair shall count and verify 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 minority concerns may be reflected in the DPC final report.

GENERAL CONTRACT RENEWAL DELIBERATION GUIDELINES

1. Relevant sections and provisions of the collective bargain Agreement in force which govern the DPC and deliberations pertaining to tenure and promotion applications must be followed.

2. Relevant sections and provisions of the UH Community Colleges' 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 of the DPC.

4. A recommendation is required for all contract renewal applications, except for Acting Appointees. 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 ballots.
5. The DPC chair shall then prepare a report of each 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]

8/15/16

Douglas Dykstra, Chancellor
Windward Community College

APPROVED/DISAPPROVED:

[Signature]

7/26/2016

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