UH Maui College
Department Personnel Committee (DPC) Procedures

These procedures are in compliance with provisions that have been developed in accordance with Article I of the 2015-2017 Agreement between the University of Hawaii Professional Assembly and the Board of Regents of the University of Hawaii.

Article X of the 2015-2017 UHPA/BOR Agreement states:

"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) allowing only Faculty Members of equal or higher rank of the applicant to 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."

"Non-tenure track bargaining unit members may participate in the establishment of DPC policies and procedures and they may also take part in the discussions of the Personnel Committee if the Department or Division has voted to include these faculty Members in such deliberations."

"The DPC policies and procedures may include provisions for an individual candidate to exclude participation by other department members where the candidate believes that a conflict exists that would prevent the Faculty Member’s fair evaluation of a tenure or promotion application made by the candidate."

"Department or Division Chairs, and other bargaining unit members serving in similar capacities such as those with the title Director, shall not participate by voice, vote, presence, or in any other form of communication in the deliberations of the DPC over individual tenure and promotion applications."

For purposes of these department personnel procedures, the UHMC faculty is divided into departments. All references to Vice Chancellor of Academic Affairs shall refer to the UH Maui College Vice Chancellor of Academic Affairs. These guidelines were approved on November 28, 2017 by all the academic departments, including academic support and counseling.
1. DPC Membership/Selection

a. All DPC members will be selected by the department chair (or designee) at the beginning of each fall semester and will serve for the academic year. The CBA, Article XII, G(2c), requires a separation of jurisdictions between the DC and DPC; "The DC shall not participate in the deliberations of the DPC nor influence the DPC's written assessment. The DC shall make a separate and independent assessment and recommendation."

b. Departments may each decide, by majority vote or consensus of department faculty, whether to select one DPC for all personnel actions or separate DPC's for each action.

c. Only tenured faculty may serve as voting members on a DPC and at least one member shall be from the applicant's discipline, wherever possible.

d. The usual number of DPC members is three.

e. Faculty shall not serve on reciprocal DPC's in the same year.

f. Every attempt will be made to have one faculty member serve consistently on a DPC throughout an individual's probationary period. This person does not need to be the DPC chair.

g. If a vacancy arises, the DPC chair, in consultation with the department chair, will select a replacement.

h. The applicant may exclude up to ten faculty members where the candidate believes that a conflict exists that would prevent the faculty member's fair evaluation of a tenure or promotion application made by the candidate.

2. DPC Chair Selection

a. The DPC will select its own chair by consensus.

b. The DPC chair serves for one academic year but may be selected as many times as needed.

3. DPC Recommendations
a. The presence of all DPC members is necessary for any discussion/action to take place.

b. The DPC will discuss the strengths and weaknesses of the candidate, and the chair of the DPC shall be responsible for the writing of the consensus opinion of the committee.

c. The members of the DPC then should be polled as to whether they want to make a recommendation for or against tenure/promotion. If a recommendation is made, all members present at the DPC meeting vote. No abstentions are allowed. A majority decision of the committee shall prevail. If the decision is not unanimous, minority views may be included with the majority recommendation.

d. A DPC recommendation is required for all contract renewal applications, except those for acting appointments.

4. Review and Update of Procedures

a. Copies of the approved DPC procedures may be filed with the Union. Copies shall also be retained in the office of the Vice Chancellor of Academic Affairs.

b. The Vice Chancellor of Academic Affairs will initiate a review of the DPC procedures after a request has been brought up at a Vice Chancellor’s meeting. A draft will be prepared and discussed in departments, and the policy may be revised or not.

c. To be consistent with the Collective Bargaining Agreement, the proposed revision shall be sent through the Vice Chancellor to the Chancellor and the union for review and approval. Approved amended procedures shall be filed with the union and the Vice Chancellor of Academic Affairs.

Approved:

Vice Chancellor of Academic Affairs  Date  1-4-2018

Chancellor of UH Maui College  Date  12-26-17