MEMORANDUM

TO: Jerris Hedges, Dean
    John A. Burns School of Medicine

FROM: Reed Dasenbrock
       Vice Chancellor
       for Academic Affairs

SUBJECT: Approved Department Personnel Committee Policies and Procedures

Enclosed please find approved procedures for the Department of Complementary and Alternative Medicine, John A. Burns School of Medicine.

Please note that all faculty who will be submitting applications for tenure and/or promotion this fall should be given the option to use this document or the one in effect for the prior year.

If you have any questions, please call or email Beverly McCreary (64571 or bmccreay@hawaii.edu).

Enclosure

c: Assistant Vice Chancellor McCreary
A. Department Personnel Committee (DPC) Procedures

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IV. Procedures for Department Chair Recommendation

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II. Criteria for Faculty Tenure, Promotion, Contract Renewal

A. Department Personnel Committee (DPC) Procedures

I. Organization

1. The Departmental Personnel Committee (DPC) consists of compensated faculty members of the department whose appointment is 50% or more and are members of Bargaining Unit 07. The Chair of the DPC is elected by members of the DPC. Unless specifically noted otherwise below, the DPC will conform to the requirements described in Article X, pages 18-19 of the 2009-2015 Agreement between the UHPA and the Board of Regents of the University of Hawaii, and to the Memorandum of Agreement, Article X, between the John A. Burns School of Medicine, the Board of Regents and UHPA (adopted June 2009).

2. Eligible DPC members, no less than 5 and no more than 7, will serve to review the merits of faculty applications for promotion, tenure or contract renewal.

3. The evaluation of an application by tenured faculty will be performed by a DPC made of tenured faculty members, however, only faculty members of equal or higher rank to which the applicant is applying can vote on applications for promotion and tenure. However, DPC qualified faculty of any rank may vote on adjunct and joint faculty appointments or renewals.

4. For JABSOM Departments that have fewer than five (5) eligible tenured faculty members, the Union and the Employer have agreed to allow non-tenure track Bargaining Unit 07 members to serve on the DPC and vote on the promotion application of non-tenure track faculty provided their equivalent rank is equal to or higher than the rank sought by the applicant.
5. Should the departments DPC faculty still not meet the requirements for a minimum of five (5) qualifying voting members, outside members will be recruited. In this event, the Dean selects the ad hoc member(s) in consultation with the Department Chair to make up a five-member voting DPC. The term of outside non-CAM faculty members will be up to 3 years beginning July 1 through June 30 of each fiscal year.

6. Non-tenure track bargaining unit members may also participate in the establishment of the CAM department’s DPC policies and procedures as long as all tenure-track BU07 faculty members are present, and the non-tenure track bargaining unit members do not vote.

7. At no time (including all ad hoc or summer sessions of the CAM DPC) will DPC deliberations occur unless efforts have been made to contact in writing all eligible DPC members (compensated, minimum 50% FTE and BU07 member, regardless if they are 9 or 11-month appointments, either on vacation or sick leave) and to engage them in the deliberations, even if only by phone, should the faculty member choose to participate in that manner. Should there be no response within 7 working days to the written invitation or the faculty member is unable to attend the scheduled session in person or via phone or electronically otherwise, the meeting may proceed without that faculty member or members. The department chair does not participate in these deliberations as she/he prepares an independent assessment.

8. Amendments to the DPC Procedures and Policies may be recommended from time to time as needed. The proposed amendment shall be sent through the Dean to the appropriate Chancellor and the union for review and approval, which shall not be unreasonably withheld.

II. General Procedures

1. The task of the DPC is to provide an orderly peer evaluation for all faculty including tenured and non-tenured faculty appointments on initial hire, and for tenure and promotion applications. DPC evaluations include, but are not limited to eligibility of candidates for all types of faculty appointments including adjunct, joint, and non-compensated clinical appointments, and evaluations and recommendations for promotion and tenure.

2. The DPC serves as a separate and independent review body from the Department Chair in processing all faculty applications for promotion, tenure, and probationary contract renewal. The Department Chair 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 and renewal decisions.

3. The evaluation will be by a secret ballot procedure on each candidate with a majority vote prevailing. The DPC chair will write a summary evaluation of the vote and the assessment of the candidate and appends a recommendation. The DPC chair will send the summary evaluation and recommendation to the department chair.

4. The DPC meets on a timely basis per established UH deadlines and any internal JABSOM deadlines set with regard to promotion and tenure procedures.
III. Procedures for Contract Renewal

1. Faculty candidates reviewed for renewal will be evaluated by the DPC and the DPC's report will be submitted to the Department Chair. The Department Chair will make his/her own independent recommendations and forward both the DPC's and Department Chair's evaluation for the next higher level of review. Adjunct or joint appointment renewals will be evaluated by the DPC and go through the Department Chair. Both the CAM Chair and DPC Chair will be tenured Bargaining Unit 07 members if possible.

IV. Department Procedures for Department Chair Recommendation and Selection

1. Recommendations for a new Chair or for the continuation of a Chair will be determined through a secret ballot of CAM faculty members of Bargaining Unit 07. Any selection committee established for the selection of a new Department Chair must include the CAM faculty members of Bargaining Unit 07. Article XXIII from the 2009-2015 UHPA Contract (and relevant sections in future versions) and the BOR Policy, Section 9-1.a. (3), apply in the Department Chair selection process.

B. Criteria for Faculty Tenure, Promotion, Contract Renewal, and 5-Year Review of Tenured Faculty

I. Preamble

The overall controlling document for tenure, promotion, contract renewal, and 5-year review of tenured faculty at the University of Hawai'i is the "Current Agreement between the University of Hawai'i Professional Assembly (UHPA) and the Board of Regents of the University of Hawai'i" (hereafter the "UHPA Agreement"). The UHPA Agreement, as amended or extended, should be consulted for all matters and procedures concerning the tenure, promotion, contract renewal, and 5-year review of tenured faculty. For criteria the controlling document is the University of Hawai'i at Manoa (UHM) Criteria for Promotion and Tenure. For 5-year post-tenure review BOR Bylaws and Policies, Section 9-2 and the UHM Procedures for 5-year Review of Tenured Faculty apply.

II. Criteria for Faculty Tenure, Promotion, Contract Renewal, and 5-Year Review of Tenured Faculty.

The DPC will evaluate candidates' accomplishments based on criteria used in the traditional areas of teaching, research, professional service, and other activities as appropriate for the I (including I/M subcategory and using JABSOM I/M criteria as applicable), R, and S categories. A five point scale will apply as follows: Excellent – 5 points, Very Good – 4 points, Average/Satisfactory – 3 points, Needs Improvement – 2 points, Poor/Unsatisfactory – 1 points, including detailed justification and comments for 2 and 1 point ratings. Guidelines for each rating will follow those of the promotion criteria.

TEACHING: The evaluation of teaching will include - but not limited to -- activities in undergraduate, graduate, medical school instruction, seminar course, lecture, directed research (499 or 699), team-taught courses, graduate and undergraduate student mentoring, residents, fellows, junior faculty mentoring, and development of new courses). For evaluation of semester-based courses standardized evaluation methods relevant to particular programmatic areas are encouraged including the online Course And Faculty Evaluation System (eCAFE) at (http://www.hawaii.edu/ecafe) and teaching evaluation methods offered by the Center of Teaching Excellence. (http://www.cte.hawaii.edu/TeachingAssessment.html).
RESEARCH: The evaluation of the quality of research accomplishments will be based on originality, independence, productivity, funding and recognition in one's field at a local, national and/or international levels and evidenced by A) publications including original articles in peer-reviewed journals, review articles, books, book chapters, publication in professional society meeting reports, refereed abstracts, communications, book reviews and letters to editors with authorship evaluated based on the guidelines of the International Committee of Medical Editors (http://www.ncbi.nlm.nih.gov/pmc/articles/PMC499623/). Given the diversity of activities and faculty expertise in the department, no particular type of publication is considered essential. Publication types and their impacts will be considered based on relevance to the faculty's area of expertise and/or activity; B) Research support including funded extra- and intramural grants, approved but not funded extra- and intramural grants, the number of grants and submissions, PI status, and amount of funds. As the faculty represent a wide-range of activities, no particular type of funds nor continuous funding are essential requirements; C) Recognition at local, national and international forums, invitations from reputable journals to submit articles, service as an editor, editorial board member, or referee for scholarly journals, membership on a committee, service as a consultant or reviewer to a local, national or international scientific society or reviewing body, invitations to participate in workshops or symposia, professional consultant service, and receipt of awards and honors.

SERVICE: The evaluation of service will include activities supporting the functioning and enhance the reputation of the department, school and the university in the wider academic community including - but not limited to - professional service as a committee member and/or reviewer for local, national and international societies, participation in study sections of funding agencies (NIH, NSF, professional foundations, associations at international, national and local levels, etc.), participation in committees at department, school or university levels, willingness to serve on dissertation and thesis committees, and participation in community activities and organizations.

For teaching, research, and service evaluation faculty should refer to the UHM Guidelines for Faculty Tenure, Promotion, and Contract Renewal Applications based upon the year that they were hired and if/as applicable the JABSOM I-M Criteria Document; for the 5-year Post-Tenure Review the Board of Regents Bylaws and Policies (Section 9-15, Evaluation of BOR Appointees) and the UHM Procedures for 5-year Review of Tenured Faculty; and for promotion/tenure criteria the UHM Criteria for Promotion and Tenure.

APPROVED:

[Signature]  8/12/2015  
UHHPA  Date

APPROVED:

[Signature]  5/17/15  
Mānoa Chancellor's Office  Date