



UNIVERSITY
of HAWAII®
MĀNOA

Office of the Vice Chancellor for Academic Affairs

September 27, 2018

MEMORANDUM

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

FROM: Beverly A. McCreary
Assistant Vice Chancellor
for Academic Personnel

A handwritten signature in black ink, appearing to read "Beverly McCreary", written over the printed name.

SUBJECT: Approved Department Personnel Committee Policies and Procedures

Enclosed please find approved procedures for the Department of Communication Sciences and Disorders, 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 me at 956-4571 or bmccrear@hawaii.edu.

Enclosure

2500 Campus Road, Hawai'i Hall 209
Honolulu, Hawai'i 96822
Telephone: (808) 956-8447
Fax: (808) 956-7115

An Equal Opportunity/Affirmative Action Institution

APPROVED:

James D Kondach 9/17/2018
UHPA Date

APPROVED:

Malcolm Burns SEP 20 2018
Mānoa Chancellor's Office Date

**University of Hawaii at Manoa
(UHM) John A. Burns School of
Medicine (JABSOM)
Department of Communication Sciences & Disorders (CSD)
Guidelines and Procedures for Tenure and Promotion, Evaluation and Contract Renewal,
And Recommendation of Department Chair
May 10, 2018**

ROLE OF THE DEPARTMENT PERSONNEL COMMITTEE (DPC)

1. The DPC shall participate in the evaluation of candidates for promotion and tenure, reappointment of probationary faculty, and in recommendation of the Department of Communication Sciences & Disorders Chair (CSD Chair).
2. The DPC may, upon request of the CSD Chair, participate in the evaluation of candidates for appointment and contract renewal.

DPC MEMBERSHIP

1. For the purposes of this document, "CSD faculty members" who serve on the CSD DPC must be Bargaining Unit 07 (BU 07) members of CSD.
2. All BU 07 CSD faculty members may participate in the establishment of DPC policies and procedures; all CSD faculty members are eligible to serve on the DPC, with the exception of the CSD department chair who is excluded from participation, but not from the establishment of DPC policies and procedures or from election of DPC members.
3. Up to five BU 07 CSD faculty members will serve as standing members of the DPC. DPC members must be tenured to vote on tenure and probationary contract renewals. When voting on promotion or non-probationary contract renewals, DPC members must be at or above the rank being sought.
4. DPC member(s) may be recused from review of promotion/tenure materials when - (a) the member(s) voluntarily decides to step-down or when (b) a conflict of interest exists between the candidate and the member(s). In such events, the faculty may re-vote for DPC member(s) to fill vacated positions.
5. A candidate for promotion or tenure may exclude participation of one DPC member in the evaluation process for concerns of conflict of interest. The reason for the request for exclusion must be placed in writing and submitted to the CSD Chair.
6. If there are an insufficient number of eligible BU 07 CSD DPC members of appropriate rank and/or tenure, eligible BU 07 faculty members of any JABSOM department may serve as ad hoc members on the DPC, given they are BU 07 faculty members and at the appropriate rank/tenure status. Ad hoc members are appointed by the Dean, in consultation with the Department Chair.

7. The DPC Chair will be elected by the DPC members and will serve a three-year term with the option for re-election.

PROCEDURES

1. The DPC Chair will convene the DPC. The DPC will consider the evidence, assess the strengths and weaknesses of each applicant, develop a descriptive recommendation for or against promotion, and transmit the dossier to the next higher level of review.
2. The DPC's written narrative to the CSD Chair must contain the DPC's assessment and the results of the vote for/against promotion and/or tenure. Voting will be conducted by secret ballot, defined as a process where the vote cast is not known to any other JABSOM faculty member. Voting may be conducted in electronic or paper form, with votes tabulated by non-faculty administrative staff. DPC members must not abstain from voting, when participating in the discussion.
3. A minimum of five DPC members will vote on candidates for promotion and tenure.
4. Only tenured faculty appointed to the DPC may vote on tenure candidates.
5. Only faculty members appointed to the DPC of equal or higher rank to which the applicant has applied can vote on promotions.
6. The DPC will comply with UHM and JABSOM guidelines for solicitation of external letters and orderly review of dossiers.
7. The CSD department recommendation for CSD Chair to the Dean shall be based upon a majority vote of BU 07 CSD Faculty.
8. With input from applicable faculty supervisors, the CSD Chair will evaluate I-series and S-series faculty members who are up for renewal based upon the general expectations for CSD Faculty aligned with I-series and S-series criteria.
9. No later than every five years (and sooner when requested), tenured faculty members will submit to the CSD Chair an up-to-date curriculum vitae and academic profile summarizing their teaching, scholarship/research, and service accomplishments relevant to CSD expectations. If the CSD Chair is not tenured, the review will be conducted by the DPC Chair (if tenured). If both the CSD Chair and the DPC Chair are not tenured, a tenured JABSOM BU07 faculty of equal or greater rank appointed by the Dean in consultation with the CSD Chair will conduct the review.