

**ARTICLE X, DEPARTMENT OR DIVISION PROCEDURES GOVERNING TENURE,
PROMOTION, AND CONTRACT RENEWAL**

1 *Note: The italic language is the current language recognized by the parties pursuant to*
2 *the Memorandum of Agreement entered into on July 1, 2009.*

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4 **A. DEPARTMENT PROCEDURES**

5 No change.

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7 **B. MINIMUM REQUIREMENTS FOR DEPARTMENT PROCEDURES**

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9 Written Department or Division Personnel Committee (DPC) procedures shall at a
10 minimum provide for (a) secret ballot voting at all final votes, (b) strict exclusion from
11 voting of any individual who is not a tenured Bargaining Unit 07 member over the tenure
12 or contract renewal of another Faculty Member, (c) **that** only Faculty Members of equal
13 or higher rank **to which** the applicant **has applied can** vote on applications for
14 promotions, (d) procedures for the orderly review of dossiers at the Department or
15 Division level, and (e) that the determination of the Department's or Division's
16 recommendation for DC to the Dean or Director, or other appropriate administrator,
17 shall be based on a majority vote of all bargaining unit Faculty Members in the
18 Department or Division.

19
20 *For the John A. Burns School of Medicine Departments that have fewer than five (5)*
21 *eligible tenured Faculty Members, the Union and the Employer agree to allow non-*
22 *tenure track bargaining unit members to serve on the Department personnel*
23 *committees and to vote on the promotion applications of non-tenure track faculty when*
24 *their equivalent rank (Associate or Full Professor) is equal to or higher than the rank of*
25 ***that for which the applicant has applied.***

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

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

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

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16 The Library Personnel Committee for the University of Hawaii at Manoa Library
17 Services shall operate under the policies and procedures approved on September 12,
18 1997 and function as a DPC. All tenured Librarians are eligible for election to the Library
19 Personnel Committee, including tenure, promotion, and reappointment applications.
20 Librarians holding the title of Department Head shall be eligible to serve on the Library
21 Personnel Committee, provided that they will be excused from deliberation and voting in
22 cases involving candidates for whom they serve as Intermediate Supervisor or
23 Department Head.

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25 C. REVIEW OF PROCEDURES

26 No Change

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28 D. AMENDMENTS OF PROCEDURES

29 No Change