University of Hawai'i Community Colleges
2026-2027

OPERATING GUIDELINES FOR DEPARTMENT CHAIRS & DEPARTMENT / DIVISION PERSONNEL COMMITTEES

1. The primary responsibilities of the Department/Division Personnel Committee (DPC) and the Department/Division Chair (DC) are to:
   - review the dossier *(separately)* for completeness;
   - consider the evidence and develop a written statement on the strengths and weaknesses of the applicant;
   - make a recommendation for contract renewal *(except for Acting Appointments).*

   As an option, the DPC may make a written recommendation as to whether tenure/promotion should be granted or not be granted.

2. The dossier should be reviewed by each member of the DPC. DPC members are reminded that an applicant's dossier is confidential and should not be discussed with non-DPC members.

3. In evaluating the application, the DPC and DC should base their decision on the expectations of faculty as described in the faculty classification document. The evidence provided should be multi-dimensional, that is, the evidence should include student assessments, peer assessments, student achievement, assessment of student learning outcomes, the applicant's own self-assessment, and prior evaluations and suggestions for improvement. In considering the assessment information, including assessment of learning outcomes, the emphasis should be on the applicant's use of the assessment results to improve their teaching and student learning outcomes, and their contribution to the broader college's improvement in student success. The expectation is that faculty are engaged in continuous improvement for themselves and their institution. There is no pre-defined quantitative expectation in assessment results at the individual student or individual class level.

4. After all members of the DPC have reviewed the dossier, the DPC shall meet to discuss the strengths and weaknesses of the applicant. The Chair of the DPC shall be responsible for the writing of the report of the committee. Respective DPC procedures should be followed relating to the voting of applications for contract renewal or tenure/promotion.

   Special attention is required in those cases where faculty at rank C2 are being evaluated for tenure. The contract states that a Faculty Member who applies for promotion during the same year as being evaluated for tenure will not be awarded tenure if promotion is denied.

5. The results of the DC and DPC assessments should be recorded on the appropriate pages of the tenure/promotion/contract renewal application. The Chair of the DPC should record the assessment for the DPC.

6. No anonymous materials should be solicited or added to the dossier by any member of the DPC or by the DC. The DC or DPC may request that the applicant provide additional relevant information. Such requests should be made through the Office of the

Chancellor. There should be no attempt to contact the applicant to inform him/her of the deliberations, assessment, or recommendation.

7. When highly technical materials are submitted by the candidate *(such as a publication),* the DC or DPC may seek direct evaluation assistance from an outside expert. Such contacts should also be cleared through the Chancellor.

8. Questions regarding these procedures shall be directed to the Chancellor.