UNIVERSITY OF HAWAI'I COMMUNITY COLLEGES
2020 – 2021

OPERATING GUIDELINES FOR TENURE AND PROMOTION REVIEW COMMITTEES (TPRC)

1. Upon notification of appointment, the faculty member who will serve on a tenure review committee should become thoroughly familiar with Article XII-G, Tenure Evaluation Procedures, and Article XII- H, Negative Tenure Actions, of the *2017-2021 Agreement between the University of Hawai'i and the University of Hawai'i Professional Assembly.* TPRC members serving on a promotion review should become thoroughly familiar with Article XIV, Promotion, of the Agreement.

2. To ensure the confidentiality of each dossier, it is important to rely on the good judgment and careful exercise of responsibility of the committee members. The candidate's dossier should not be duplicated and sent to each TPRC member; it remains at the Office of the Chancellor at the candidate's home campus and is available there for review by the individual TPRC members.

3. A convener for each TPRC shall be appointed by the Chancellor. The convener will organize and call the first meeting of the Committee. The convener will pick up the candidate's dossier from the Office of the Chancellor when the TPRC has its meeting.

4. At the first meeting, the TPRC should select a permanent chair and establish the operational procedures for the committee. Each TPRC may devise its own internal procedures to facilitate the handling of cases assigned to it.

   An applicant's dossier should not be taken off-campus unless specific permission to do so is **granted by the Chancellor.** The Chancellor will provide a safe place to store the dossier and meeting rooms as requested by the TPRC Chair.

5. It is highly desirable that all members of the committee be present at all meetings of the TPRC as there should be opportunities for the entire committee to discuss the application together. It is very desirable that all members be present when voting.

6. The primary responsibility of the TPRC is to review the dossier and, considering the evidence including the assessments and/or the recommendations of previous reviewing bodies, make a recommendation as to whether tenure or promotion should be granted or not be granted. The TPRC cannot recommend an extension of the candidate's probationary period in a tenure case.

7. TPRC members should keep in mind the specific provision of the collective bargaining agreement (Article XII, G.2.j.) which deals with TPRC operations, which states:

   In order to protect and enhance the integrity of the faculty participation in this process, the DPC, DC, and TPRC shall proceed with the utmost discretion and in a confidential manner. The voting shall be done by secret ballot. The applicant shall not attempt to influence or communicate with the committees or their members. Faculty Members participating in all Personnel Committees have the responsibility for avoiding conflicts of roles by recusing themselves from the process when such conflicts exist. (Emphasis added)

8. In order to retain individual anonymity, committee discussions or statements by members should not be ascribed to individuals in the minutes or voting record of the meeting. Also, after the vote is taken, *informal* inquiries on how each member voted should not be made. To do so would defeat the purpose of the *secret ballot.*

9. No abstention votes are allowed.

10. In evaluating the application, the TPRC 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.

11. The TPRC must carefully review the criteria applicable to each case to which it has been assigned, and make an independent recommendation based on these criteria and the information considered. In evaluating prior assessments of the application, the TPRC should consider whether or not the criteria have been addressed and the conclusions have an evidentiary basis. Special attention is required in those cases where the applicant at Rank C2 is being evaluated for tenure and promotion. If awarded tenure, they are also promoted to C3. These individuals must therefore meet the criteria for tenure at C3.

12. If there appears to be procedural defects in the handling of an application by prior levels of review, the TPRC should undertake corrective measures to the extent possible, and should outline the actions taken to do so in its summary of the review.

13. The TPRC should feel free to request additional relevant information from prior levels of review, to the extent it feels it is required to reach a sound conclusion. Such request should be made to the Chancellor. Any additional information received must be included in the dossier.

14. In cases where a TPRC's negative recommendation has resulted in the submission of additional materials by the applicant, the TPRC should recognize that these materials are relevant to the extent that they contain additional evidence of the applicant's qualifications. Submissions that are primarily argumentative in nature and which question the judgment of those responsible for the negative recommendation should be evaluated with the understanding that the applicant has an obvious personal interest in the outcome and should be weighed accordingly.

    The TPRC may, after reconsideration of the materials in the dossier, including the additional materials, either reaffirm its original decision or make another recommendation.

    (NOTE: If the TPRC changes its mind, it should not replace the original decision with the new one, but simply add the new decision to the dossier materials on pages 6.1.)

15. As soon as the review process is completed, the TPRC chair will prepare the recommendation on page 6.1 of the application, as appropriate, ensure that the dossier is complete, and deliver it to the Chancellor. The TPRC shall issue one written report which may include the minority view, if any.

16. If the Chancellor disagrees with the recommendation of the TPRC, he/she will discuss the case with the TPRC before rendering his/her decision and transmitting the recommendation to the next reviewing body. It is understood that any such discussions between the TPRC members and the Chancellor shall be kept in confidence.

17. If any question should arise about the correct tenure or promotion procedure to follow, the Chancellor should be consulted.