Memorandum

April 30, 2014

TO: Vice-Chancellors
   Deans
   Directors

FROM: Erika Lacro
      Chancellor

SUBJECT: HCCSOP 9.203 Faculty Five-Year Review

Attached are HCC Standard Operating Procedures for Faculty Five-Year Review which were written to ensure campus compliance with UHCCP 9.203. Procedures are to take effect on May 1, 2014.

Please distribute to appropriate employees in your department.
PROCEDURE NO.: HCCSOP 9.203

PROCEDURE NAME: Faculty Five-Year Review

SUPPORTING POLICIES (REFERENCE HCCP, APM, BORP, UHCCP POLICY NUMBER):

UHCCP 9.203 Faculty Five-Year Review
http://uhcc.hawaii.edu/OVPCC/policies/

Board of Regents Policy Section 9-13 Evaluation of Board of Regents Appointees
http://www.hawaii.edu/offices/bor/policy/

UH Systemwide Executive Policy, 9.203 Evaluation of Board of Regents Appointees

UH Systemwide Executive Policy, E5.221 Classification of Faculty

PURPOSE/BACKGROUND INFO: To implement UHCCP 9.203 and to ensure that faculty five-year evaluations are completed consistently every year.

STEP BY STEP PROCEDURE (INCLUDE WORKFLOW OF ANY DOCUMENTS AND STANDARD PROTOCOL):

By mid-April of each year, the following HCC personnel will input faculty data into the Community College's Faculty Five-Year Evaluation Schedule database:

- Chancellor's secretary will input information relating to tenure, promotion and faculty five-year reviews.

- Department secretaries will input information for their respective faculty relating to contract renewal.

By the end of April each year, the Chancellor's secretary will run a report of faculty who are eligible for a five-year review and send a memo (see attached) notifying the faculty member of his/her selection to participate in the review by May 1st of the academic year prior to the scheduled evaluations.
Faculty members who have been notified that that they are scheduled for a five-year review shall complete the Faculty Five-Year Review coversheet (see attached) and attach their self-assessment. The coversheet and self-assessment shall be submitted to the Chancellor's Office by February 1 of the following academic year.

The Chancellor's Office will log in receipt of each review and forward all of the documents to the respective division chairs by February 2.

*The division chairs shall review the five-year documents submitted by eligible faculty and meet with the faculty member to share his/her recommendations prior to submitting his/her report to the Dean and Vice Chancellor of Academic Affairs.

A. If the evaluation reveals meritorious performance, the Division Chair will inform the faculty member of the availability of programs designed to recognize meritorious performance, e.g. annual merit awards, excellence in teaching award, internship, fellowship, etc.

B. If the evaluation reveals a need for improvement, the faculty member and Division Chair shall jointly develop a professional improvement plan; follow-up reviews on the progress being made may be scheduled for any year prior to the next five-year evaluation cycle, if appropriate. The plan may call for a variety of activities that require special resources, e.g., leaves of various types, attendance at special workshops of institutes, assistance in the preparation of grant applications, availability of computer hardware or software or training in the use of the same, or special assistance in new approaches to teaching. A successful plan will require both initiative on the part of the faculty member and the assurance from the college/division that every effort is made to provide the necessary support out of available University resources.

*The division chair shall write a report for each faculty member and attach it to the review documents and forward it to their department dean and Vice Chancellor of Academic Affairs by February 15 (see attached Faculty Five-Year Evaluation cover sheet for criteria to include in the report).

*If the division chair is undergoing a five-year review, the person in the organizational structure immediately above the chair shall perform the responsibilities of this section.

By February 28 of each year, the Vice Chancellor of Academic Affairs will submit a completion report to the Chancellor on the year's review, noting that the schedule was met, reporting any deviations, and reporting planned follow-up actions as applicable.

The Chancellor's Office will use the completion report to enter data into the Faculty Five-Year Evaluation Schedule database.
Five-year review documents will be archived and retained by the Office of the Vice Chancellor of Academic Affairs until the faculty is no longer employed by the college due to retirement, resignation or termination. Documents will be shredded after the faculty member separates from employment.

Appeals

A. If the faculty member believes that the results of the evaluation or the professional improvement plan are unwarranted or inappropriate, he/she may appeal to the Chancellor or designee. The Chancellor or designee will convene a Campus Faculty Review Committee which will consist of three members, appointed as follows: Chancellor or designee shall appoint one member (who also shall chair the committee); faculty member shall appoint one member; and President of the University of Hawai‘i Professional Assembly shall appoint one member. The Committee will review the documents, meet with the faculty member and appropriate administrators, if necessary, and make a recommendation to the Chancellor. If the Chancellor does not accept the Committee’s recommendation, the Chancellor will meet with the Committee prior to rendering a final decision. Should the decision of the Chancellor result in any disciplinary action, such action shall be subject to the provisions of the UHPA/BOR Agreement in effect at that time.

B. Any allegation that such an action violates or denies a right granted under a collective bargaining agreement shall be considered in accordance with the grievance procedures contained in said agreement.

Author/Responsible Office (who originated procedure & will be responsible for updates): Chancellor’s Office

Recommend Approval/Recommend Disapproval:

________________________
Dean/Director

Disapproved/Approved:

________________________
Chancellor

Date

MAY - 1 2014

Date
TO: Faculty Name
FROM: Erika Lacro
      Chancellor
SUBJECT: Faculty Five-Year Review

This is to inform you that you have been selected to participate in an evaluation of BOR appointees (see UHCCP #9.203 at http://uhcc.hawaii.edu/OVPCC/policies/).

Please complete your self-assessment for the past five years (2009-2014) addressing the criteria appropriate to your division. Please turn in your self-assessment to the Chancellor’s Office by February 1, 2015.

Faculty who submit forms to retire by June 30th of the year he/she is eligible for a five-year review will be exempt from the five-year review process. However, if the faculty rescinds the application for retirement, he/she must submit documents for a five-year evaluation within 30 days of the rescission.

The procedures for this evaluation are contained in the attached copy. If you require further information, please contact me at x225.

Attachments

xc: HR
    VCAA
    Dean
    Division Chair
FACULTY FIVE-YEAR EVALUATION
HONOLULU COMMUNITY COLLEGE

Date Received: ____________________
(By Office of the Chancellor)

To Be Completed by Faculty Member:

Print Name: ________________________________  Current Range: __________

Please attach a self-assessment narrative to this cover sheet. This self-assessment should address your contributions, accomplishments, and future plans in your faculty role at Honolulu Community College. Keeping in mind your primary responsibilities, as identified in the faculty classification plan, please discuss your role in assessment of student learning, institutional services, professional service, and public service.

The faculty classification plan can be found online at:

Signature: ________________________________  Date: ____________________

To Be Completed by Division Chair:

Faculty Member is being evaluated based on duties and responsibilities of Range ______

Faculty Member's performance evaluation for the past 5 years is determined to be:

______ Exceeds duties and responsibilities for range

______ Meets duties and responsibilities for range

______ Does not meet duties and responsibilities for range
(professional development plan attached)

Please attach a report that includes an evaluation of the faculty member's performance over the last five-year period. Focus should be placed on the individual's performance within their primary area of responsibility, including their assessment of student learning, and improvements made based upon that assessment. Other important areas of evaluation include contributions to institutional, professional, and public service.

Please submit report to the division Dean/Director and the Vice Chancellor of Academic Affairs by February 15.

Division Chair Print Name: ________________________________

Division Chair Signature: ________________________________  Date: ____________________