**Policy:** It is the policy of the Center on Disability Studies (CDS) that all employees shall be evaluated each year. The Criteria for Annual Review governs the evaluation process for the faculty of CDS. This review is a complement to the promotion and tenure application but does not replace it. The promotion and tenure process is elective and faculty are mentored, supported, and encouraged to apply as they become eligible. The promotion and tenure process is determined by the University and UH guidelines will be followed.

The Director of the CDS, with the support of the CDS Personnel Committee, will oversee the review activities for Annual Reviews and will assure they are completed in a timely manner. Upon recruitment and appointment, CDS faculty will be provided with the criteria and information on expectations for the annual performance review.

Evaluations will be performed between January and March each year. Completed and signed evaluations should be sealed and marked confidential then given to the CDS personnel officer to be filed.

I. Purpose
   A. Membership of the CDS Personnel Committee (Committee) shall be established during the first meeting of the CDS Council each academic year.
   B. The Committee will be guided by the current Center on Disability Studies Criteria for Annual Review.

II. Definitions
   A. Agreement. The current contract between employees of the University of Hawai‘i and the employees collective bargaining agent and the University of Hawai‘i.
   B. Candidate. An academic employee seeking annual, review, promotion, merit increase, tenure, or other personnel contract review.
   C. Committee. The Center on Disability Studies (CDS) Personnel Committee used for Annual Reviews
   D. Tenure & Promotion DPC. Committee is selected by the Director and approved by the Dean to review tenure and promotion as governed by the Agreement.

III. Functions
   A. The Committee shall conduct annual reviews of the Principal Investigators within CDS and Project Directors when requested.
      1. Each Principal Investigator (PI) is responsible for ensuring an annual review is completed for each individual employed under the grant.
      2. The review process will be conducted at the project unit level, by the Project Director.
      3. Project Directors will be reviewed by the Principal Investigator or by the CDS Personnel Committee if requested.
      4. Principal Investigators will be reviewed by the CDS Personnel Committee.
      5. The CDS Director is reviewed by the Dean of the College of Education (COE).
      6. When necessary, review and propose changes to the Center on Disability Studies Criteria for Annual Review to be approved by CDS Assembly.

Dated 5/25/2007
B. Advise faculty members on personnel criteria and procedures.
C. Facilitate the promotion and tenure procedure by making recommendations to the CDS Director and COE Dean who will appoint an Tenure & Promotion DPC in accordance with Article XII.F.2.m of the Agreement
D. Act on any other personnel matter, as requested by the University, individual faculty, or the Director of CDS.

IV. Annual Review Personnel Committee Membership
A. The Committee shall consist of three to five members.
B. At the first meeting of the academic year the CDS Council will appoint a Chair for the Committee from among the members of the CDS Council who hold a terminal degree.
C. The CDS Director or Associate Director will always be included on the committee.
D. Three or four other members will be appointed for the Committee from the CDS Assembly.
   1. All instructional or specialist faculty with a .5 FTE or more appointment in CDS will be eligible for membership in the personnel Committee.
   2. The CDS Council will seek to have the membership of the Committee represent the diversity within the CDS.

V. Duties of Officers
A. Chair
   1. Schedule and notify members of meetings at least five working days in advance, with a time and agenda.
   2. Preside at all meetings.
   3. Serve as liaison with the CDS Director.
   4. Submit the Committee’s written reports and recommendations to the CDS Director.
   5. Maintain a file of the minutes.
   6. Secure documentation that the Committee requires to make personnel recommendations.
B. Vice-Chair
   1. Preside in the absence of the Chair.
   2. Assist the Chair as needed.
   3. Record minutes of each meeting.

VI. Amendments
A. Amendments to these Bylaws must be consistent with all University policies.
B. Any CDS faculty member may propose amendments to these Bylaws. Such proposals should be presented in writing to the Chair of the CDS Council.
C. The CDS Council will consider the proposed amendment at its next meeting.
D. The CDS Council, following discussion of the proposed amendment, will make a recommendation to the CDS Assembly to either approve or disapprove the amendment.
E. The CDS Assembly will be provided a copy of the proposed amendment at least five working days in advance of their next meeting and will vote on the recommendation during that meeting.
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F. Voting will be by secret ballot and passage will require approval by three-fifths of the membership of the CDS Assembly.

G. Proposed amendments shall be sent through the CDS Director to the COE Dean.

VII. Conducting of Committee Meetings

A. Confidentiality. All CDS Personnel Committee discussions shall be kept confidential. Neither the minutes nor any discussion by Committee members outside the meetings shall include details of discussions nor shall they identify individual remarks or votes.

B. Quorum. The CDS Personnel Committee, consisting of five members, shall be required to conduct official business. All members must be available to vote.

C. Preparation of Requests. The CDS Personnel Committee is committed to helping candidates properly prepare their dossier. Annually, eligible faculty members will be provided information concerning expectations for annual reviews and promotions. Faculty members who anticipate applying for promotion or tenure will be encouraged to seek the assistance of this Committee in identifying a mentor to assist them with this process.