

**Instructional Faculty Rank 2:
Evaluation and Promotion Application
University of Hawai'i at Manoa**

Name _____

Department/Division/Program _____

Classification/Rank _____

College/Institute _____

%FTE _____

Classification/Rank Applied to (please check one):

- 2b 2c 2d

General Instructions for Faculty

Member applying for Promotion:

- Professional Statement of Instructor Role at Appropriate Rank (3 Pages)
Articulate how you meet the criteria for placement at the rank you are applying for
- Curriculum Vitae
- All Course Evaluation (Student Evaluations from period under review: 4 years prior * applicant can provide summary results with raw data if requested)

General Instructions for Assessment by Department Personnel Committee and Department Chair

Please provide brief written narrative assessments of this faculty member's performance (areas of strengths and weaknesses) during the specified appointment period. Categories should reflect the major duties assigned to this faculty member. For example, as an Instructional Faculty member they are expected to have a higher teaching load; it is important to review the student course evaluations as well as the Senior Faculty Member assessment to evaluate their performance. Please try to include comments that will help this faculty member improve professionally.

1. Areas of Professional Strength

- a. Teaching
- b. Other, if appropriate

2. Areas of Professional Improvement
(Where Improvement is Needed)

- a. Teaching
- b. Other, if appropriate

Assessment by Department Personnel Committee

- A. Written narrative of I2 Promotion (please attach)
- B. Instructional Faculty Member Assessment (I3 & higher)
- C. DPC Votes (with respect to assigned duties):
_____ (#) Recommend _____ (#) Not Recommend
- D. Recommend Promotion:
 Yes No

Assessment by Department Chair/Program Director

- A. Written narrative of I2 Promotion (please attach)
- B. Recommend Promotion:
 Yes No

Name of Department Personnel Committee Chair

Name of Department Chair

Signature of Department Personnel Committee Chair Date

Signature of Department Chair Date

Faculty Member's Acknowledgment:

I acknowledge reviewing all pages of this promotion application and the attached assessments done by my Department Personnel Committee and Department Chair. I realize that these are recommendations and that the final decision regarding promotion will be made by the Dean.

Signature of Faculty Member

Date

Dean's/Director's Decision

A. Based on the faculty member's promotion application and the written assessment of the DPC and DC, the Dean will write an assessment and recommendation for the I2 promotion.

- Recommend Promotion at I2 Rank _____
 Not Recommend Promotion

Name of Dean/Director _____

Signature of Dean/Director _____

Date _____

If there is true disagreement in the final vote between any College levels regarding the promotion application, then the application will proceed to the TPRC level for review and recommendation prior to coming to the Provost for approval.

If there is agreement for promotion by all levels, the promotion application will go directly to the Provost for review/approval.