Probationary Faculty:  
Annual Evaluation/Contract Renewal Recommendation  
University of Hawai‘i at Mānoa

Name ____________________________________________  
Department/Division/Program ____________________________  
Classification/Rank _______  
College/Institute  _________________________________  %FTE _______  
Date of initial UHM appointment ____________________________  
Secondary Department/Division/Program (Joint appt)  _________________________________  %FTE _______  
Date of beginning of probationary period  ____________  
Secondary College/Institute  _________________________________  %FTE _______  
Current year of probationary period  ____________  
Period covered by this evaluation: From: ____________________________  To: ____________________________  
(date of last review)   (current date)  

This evaluation should assess each faculty member's performance in accordance with Article XII, E. of the 2015-2017 UHPA-BOR/UH Agreement as follows: "...the Faculty Member's performance has been assessed for strengths and weaknesses and has been rated as satisfactory, that there is a continuing need for the Faculty Member's services at the University, and that the Faculty Member has made the professional improvement or has demonstrated the professional and personal qualities needed by the department..."  

Please attach brief written narrative assessments of this faculty member's teaching, research and service (for Instructional faculty, Research, Specialist, Librarian, and Agent Faculty should be evaluated in appropriate categories). This narrative will be used solely for determining contract renewal and is not part of the tenure and/or promotion process. If your evaluation identifies concerns, it is suggested that you include specific comments to help this faculty member improve in the areas of weakness(es). In addition, please comment on the future need for the position each time the applicant is renewed (see the 2015-2017 UHPA-BOR/UH Agreement Memorandum of Understanding regarding "Future Need").

The Department Chair/Program Director must show the Annual Evaluations and Contract Renewal Recommendations document to the faculty member in person before it is forwarded to the Dean/Program Director. The Department Chair/Program Director should ensure that the faculty member acknowledges receipt by signing page 2. If this is not possible, please attach an explanation as to how these assessments were delivered to the faculty member.

Assessment by Department Personnel Committee  
A. Written narrative by appropriate categories (please attach)  
B. Overall rating: ☐ Satisfactory  ☐ Unsatisfactory  
C. There is a future need for this position: ☐ Yes  ☐ No  
D. Recommendation for annual renewal of contract:  
☐ Renewal  ☐ Non-renewal  ☐ N/A*  
(*annual evaluation only,)

Name of Department Personnel Committee Chair ____________________________________________  
Signature of Department Personnel Committee Chair ____________________________  Date ____________________________  

Assessment by Department Chair/Program Director  
A. Written narrative by appropriate categories (please attach)  
B. Overall rating: ☐ Satisfactory  ☐ Unsatisfactory  
C. There is a future need for this position: ☐ Yes  ☐ No  
D. Recommendation for annual renewal of contract:  
☐ Renewal  ☐ Non-renewal  ☐ N/A*  
(*annual evaluation only,)

Name of Department Chair ____________________________________________  
Signature of Department Chair ____________________________  Date ____________________________
Probationary Faculty Member's Receipt of Annual Assessments

The following portions of the 2015-2017 UHPA-BOR/UH Agreement are provided for your information and understanding.

Renewal of Contracts During Probationary Period
Article XII Section E.1.: Recommendations for renewal shall require that the Faculty Member's performance has been assessed for strengths and weaknesses and has been rated as satisfactory, that there is a continuing need for the Faculty Member's services at the University, and that the Faculty Member has made the professional improvement or has demonstrated the professional and personal qualities needed by the department, or similar considerations. A positive assessment does not necessarily assure renewal of appointment.

Probationary Period and Service
Article XII Section C.1.b.: The probationary period ends by the granting of tenure, the refusal of tenure by the Employer, or the non-renewal of appointment. During this period, probationers do not have a claim to their position and the Employer, through its officers, may exercise its prerogative of non-appointment without a statement of reasons, except as provided in Paragraph I. of this Article.

Non-reappointment, Statement of Reasons
Article XII Section E.3.: In a case in which the Employer has exercised its prerogative of non-reappointment, the Faculty Member may within twenty (20) calendar days of receipt of the written notification request a meeting with the Provost, Dean or other appropriate official.

Upon request, the Faculty Member will be advised orally of the reasons for the non-reappointment. Upon written request of the Faculty Member within ten (10) calendar days of the meeting, the reasons will be confirmed in writing.

Faculty Member's Acknowledgment:

I acknowledge reviewing all pages of this annual evaluation and the attached narrative assessments done by my Department Personnel Committee and my Department Chair. I realize that these are solely for determining contract renewal and are not part of the tenure and/or promotion process. I recognize that these are recommendations and that the final decision about the renewal of my contract will be made by my Dean/Director.

_________________________  _______________________
Signature of Faculty Member                                      Date

Dean's/Director's Decision (not applicable if for annual evaluation only)

A. There is a future need for this position (see 2015-2017 UHPA/UH Agreement)  ☐ Yes  ☐ No

B. Decision for annual renewal of contract:

Based on my review of the dossier and the recommendations from the Department Personnel Committee and Department Chair, the following is my decision for annual renewal of contract:

☐ Renewal  ☐ Non-renewal

Name of Dean/Director

_________________________  _______________________
Signature of Dean/Director                                      Date