Tenure, Promotion and Contract Renewal

Contact Information

- Beverly McCreary
  Assistant Vice Chancellor
  Office of the Vice Chancellor for Academic Affairs
  Hawaii Hall 209
  956-4571
  beverlymc@hawaii.edu

- Reed Dasenbrock
  Vice Chancellor for Academic Affairs
  956-9447
  rdasenbrock@hawaii.edu

http://manoa.hawaii.edu/ovcaa/faculty/

Know your documents

- 2009 – 2015 Agreement between the University of Hawai‘i Professional Assembly and the Board of Regents of the University of Hawai‘i

- Board of Regents Policy 9-2

- 2010 Criteria and Guidelines

- Department Procedures and Criteria
Waivers

- Tenure ———> Probationary Period
  - Shorten up to 1 year* or lengthen (maximum of 7 years) may be approved by Dean

- Promotion ———> Minimum Qualification
  - Time in rank (Dean)
  - Educational requirements (Chancellor)

- Probationary v. Limited-Term Appointments
  - Probationary faculty working toward tenure
  - LTA can apply for promotion

Tenure/Promotion Review Process

- Due to Department Chair
  October 8, 2010

- Department Personnel Committee (DPC)
  Internal deadline

- Department Chair
  Internal deadline

- Dean or Director
  November 29, 2010

- Tenure and Promotion Review Committee (TPRC)
  January 3, 2011

Review Process (continued)

- TPRC evaluation
  February 11, 2011

- Dean’s Consideration
  February 18, 2011

- Notification of TPRC evaluation
  (Late February- mid March)

- Manoa Chancellor’s Review
  - Applicants receiving a negative will be notified and allowed to review dossier

- President’s Review

- Board of Regent’s Review/Vote
  Notification by June 30th
Compiling the Dossier

Application
- Faculty complete
  - Part 1 - Employment Details
  - Part 2 - Criteria and Guidelines
  - Part 3 - Credentials and Experience
  - Part 4 - Endeavors
- Reviewers complete
  - Part 5 - Department Assessment (include OIC procedures)
  - Part 6 - Dean/Director's Assessment
  - Part 7 - TPRC's Assessment
  - Part 8 - Request to Examine Dossier (applicant)
  - Part 9 - Chancellor's Assessment

Compiling the Dossier (continued)
- Each page should have your name and a page number (can use labels)
- Margins need to be wide enough to ensure readability
- Bound in file folders or three-hole binders (use size appropriate for dossier)
- Can be double sided

Compiling the Dossier (continued)
- Statement of Endeavors (Part 4)
  - Opportunity to speak directly to the review bodies about the unique aspects and special significance of your accomplishments and future plans/value
  - An analysis of your activities since your last promotion or initial hire
  - Direct it toward readers who may not be in your field
  - Recommended length 1-9 pages (12 pt)
Limited-Term Appointments

- **LTA**
  - Appointed for a specific period of time – whether on G-funds or other funding
  - Many are on extramural funding
  - Cannot apply for tenure, but can apply for promotion

- **Note:**
  - LTAs who have a permanent designation and have been funded with at least 75% state funds for 7 consecutive years **may be converted** to tenure track status

LTA Continued

- Multiple year contracts (3 yrs) **will** be offered to LTA faculty when:
  - Faculty has been appointed to the same bargaining unit position for 5 consecutive years or
  - Where multi-year contract would serve the mutual needs of employer and faculty

Non-renewal of LTA

- Good professional practice dictates that “early notification” of non-reappointment be given
- LTA faculty may be terminated prior to expiration of contract provided
  - Given at least 4 months notice
  - All other temporary contracts of shorter duration in program, division or department have been given prior notice
Probationary Track Faculty

- Renewal during probationary period
- Recommendation for renewal shall require:
  - Performance has been assessed for strengths and weaknesses
  - Rated as satisfactory
  - Continuing need for the service
  - Faculty member has made professional improvement or demonstrate professional and personal qualities needed by department
  - A positive statement does not necessarily assure renewal

Time lines

- 5 years for A, B, S-2 and I, R, B, S - 3
- 3 years for I, R, A, B, S - 4
- 2 years for I, R, A, B, S - 5
- Initial contract is for 2 years, with 2 year renewal and then 1 year
- Full time appointment is effective October 1; when later, appointment begins following August 1.

Contract Renewal Procedures

- Reappointment recommendation is initiated by Dept./Division Chair
  - Provide for assessment by Dept./Division chair and Dept./Division Personnel Committee
  - Chair will show assessments and recommendations to faculty member before forwarding them to the Dean/Director
  - These assessment shall be forwarded to the Dean/Director no later than December 20th
Non-reappointment

- Written notification of intent to terminate an appointment at the end of the initial contract shall be given by January 15th of the second year
- If not then faculty member given a one-year terminal contract commencing the following August 1st
- Subsequent to 2 or more full-time years, at least 12 months notice will be given

Non-reappointment (cont.)

- Statement of reason
  - When the employer has non-renewed, faculty may, within 20 calendar days of receipt of non-renewal, request a meeting with the Dean or appropriate official
  - If requested the faculty member will be advised orally of the reasons for non-reappointment
  - If faculty submits written request (within 10 calendar days of meeting), employer shall provide reasons in writing

Questions

- Procedural Questions
  - Your DC or DPC Chair
  - Beverly McGee
    - bmcgee@hawaii.edu
  - Reed Daiserbrook
    - rdaiserbrook@hawaii.edu
- Content Question
  - DPC
  - Other Faculty in your Department
  - Faculty Mentoring Program
    - 956-9587
    - http://www.fmp.hawaii.edu