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MĀNOA

Office of the Vice Chancellor for Academic Affairs

July 19, 2016

**MEMORANDUM**

TO: Rachel Novotny, Interim Dean and Director  
College of Tropical Agriculture and Human Resources

FROM: Reed Dasenbrock   
Vice Chancellor  
for Academic Affairs

SUBJECT: Approved Department Personnel Committee Policies and Procedures

Enclosed please find approved procedures for the Department of Tropical Plant and Soil Science, College of Tropical Agriculture and Human Resources.

Please note that all faculty who will be submitting applications for tenure and/or promotion this fall should be given the option to use this document or the one in effect for the prior year.

If you have any questions, please call or email Beverly McCreary (64571 or [bmccrear@hawaii.edu](mailto:bmccrear@hawaii.edu)).

Enclosure

c: Assistant Vice Chancellor McCreary

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APPROVED:

APPROVED:

  
UHPA \_\_\_\_\_ Date

 7/18/2016  
Mānoa Chancellor's Office \_\_\_\_\_ Date

**COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES**  
**TROPICAL PLANT AND SOIL SCIENCE DEPARTMENTAL POLICIES**

*Approved by the Faculty of TPSS on 2000 May 11, Thursday. Modified 2000 November 02 (REP). Revised Version approved at a faculty meeting on 2001 January 25, Thursday, editorial 2001 Feb 23. Revised and updated 2011 April/May. Revised 2011 June to comply with 2009/2015 Contract, Approved by TPSS Faculty 2011 June 15. Editorial Changes at 2011 June 30 Faculty meeting; Revisions Requested by Hawaii Hall 2011 July 07; Revised and Approved by Faculty on 2012 April 15. Editorial changes made 2012 May 07 approved by Faculty 2013 June 13; Thursday. Submitted to Dean 2013, June 17; Returned 2014, May; Returned to DPC by Chair 2014, September 30; Revised 2014 December 03 by DPC sent to Chair. Discussed at Faculty meeting 2015 January 06, Changes added 2015 January 07 sent to DPC and DC. Approved unanimously by faculty by e-mail vote 2015 January 26. Sent to Dean 2015 January 30. Rejected by Hawaii Hall 2015 August 24 further editorial changes requested. Changes made and reviewed by DPC 2015 September 23 forward to TPSS Chair 2015 September 24, Voted to approve by TPSS faculty 2015 October 01. Editorial changes made 2016 May 11 to meet UHPA wording requirements. No vote taken on editorial changes*

**Chapter 1.** Contract Requirements, General Policies and Scholarship

**Chapter 2.** Personnel Policies and Procedures for Contract Renewal, and Tenure, Promotion

**Chapter 3.** Five Year Faculty Performance Evaluation

## **Chapter 1.**

### **Contract Requirements, General Policies and Scholarship**

***Relevant Articles in 2009-2015 Union Contract including the relevant changes in the 2015-2017 Contract.***

#### **ARTICLE X, DEPARTMENT OR DIVISION PROCEDURES GOVERNING TENURE, PROMOTION, AND CONTRACT RENEWAL**

##### **A. DEPARTMENTAL PROCEDURES**

Each Department or Division, or comparable unit within the University, shall put in writing, and approve through a majority vote of the bargaining unit Faculty Members, procedures or policies that will include, but are not limited to, tenure, promotion, and contract renewal evaluations and recommendations, and recommendation of the Department or Division Chair (DC). If such procedures have not been written and approved within six (6) months of the execution of this Agreement, the Employer and Union shall develop such procedures for the Department or Division.

##### **B. MINIMUM REQUIREMENTS FOR DEPARTMENTAL PROCEDURES**

Written Department or Division Personnel Committee (DPC) procedures shall at a minimum provide for (a) secret ballot voting at all final votes, (b) strict exclusion from voting of any individual who is not a tenured bargaining unit member over the tenure or contract renewal of another Faculty Member, (c) that allows only Faculty Members of equal or higher rank to which the applicant has applied can vote on applications for promotions, (d) procedures for the orderly review of the application at the Department or Division level, and (e) that the determination of the Department's or Division's recommendation for DC to the Dean or Director, or other appropriate administrator, shall be based on a majority vote of all bargaining unit Faculty Members in the Department or Division.

Non-tenure track bargaining unit members may participate in the establishment of DPC policies and procedures and they may also take part in the discussions of the Personnel Committee if the Department or Division has voted to include these Faculty Members in such deliberations.

The DPC policies and procedures may include provisions for an individual candidate to exclude participation by other department members where the candidate believes that a conflict exists that would prevent the Faculty Member's fair evaluation of a tenure or promotion application made by the candidate. Department or Division Chairs, and other bargaining unit members serving in similar capacities such as those with the title Director, shall not participate by voice, vote, presence, or in any other form of communication in the deliberations of the DPC over individual tenure and promotion applications. The Library Personnel Committee for the University of Hawaii at Manoa Library Services shall operate under the policies and procedures approved on September 12, 1997 and function as a DPC. All tenured Librarians are eligible for election to the Library Personnel Committee, including tenure, promotion, and reappointment applications. Librarians holding the title of Department Head shall be eligible to serve on the Library Personnel Committee, provided that they will be excused from deliberation and voting in cases involving candidates for whom they serve as Intermediate Supervisor or Department Head.

##### **C. REVIEW OF PROCEDURES**

1. Written DPC procedures shall be submitted through the Dean or Director to the appropriate Chancellor and the union for approval, which shall not be unreasonably withheld.
2. These procedures shall comply with the terms of this Agreement, Board of Regents' policies, and administrative guidelines.

3. Copies of the approved DPC procedures will be filed with the Union. Copies shall also be retained in the office of the Dean/Director or Chancellor at UH-West Oahu.

#### **D. AMENDMENTS OF PROCEDURES**

1. Amendments to DPC procedures may be recommended from time to time at the discretion of the Department, Division, or comparable unit.
2. The proposed amendment shall be sent through the Dean or Director to the appropriate Chancellor and the union for review and approval, which shall not be unreasonably withheld. Approved amended procedures shall be filed with the Union and the Dean/Director or Chancellor at UH-West Oahu.

#### **ARTICLE XXIII, APPOINTMENT, DUTIES, AND COMPENSATION FOR ACADEMIC CHAIRS**

A. Only Faculty Members with the Rank of 4 or 5 shall be eligible to serve as the Department, Division, or Program Chair. If no one in these ranks is available or willing to serve as the Chair, then a Faculty Member from the unit holding a lower rank may be appointed as Acting Chair.

B. The chancellor of a Community College, the Chancellor of UH-West Oahu, and the Dean/Director at UH-Hilo and UH-Manoa<sup>7</sup> shall appoint Department, Division, or Program Chairs for periods up to three (3) years. The appointments are renewed annually. Acting Chairs shall not be appointed for a term to exceed two (2) consecutive years.

C. Faculty Members in the various Departments, Divisions, or Programs shall meet to consider the recommendation of a Bargaining Unit Member to serve as Chair. Prior to the appointment or reappointment, the chancellor of a Community College, the Chancellor of UH-West Oahu, and the Dean/Director at UH-Hilo and UH-Manoa shall consult with all the Faculty Members wishing to participate to receive their recommendation. If there is no consensus among the Faculty, the Chancellor, Dean/Director shall consider both the majority and minority views before making an appointment. Should there be a consensus among the Faculty Members as to who should serve as the Chair, and the recommendation is rejected, the Chancellor, Dean/Director shall meet with the Faculty Members and provide a written statement setting forth the reasons for selecting another Faculty Member.

D. Academic Chairs are appointed by the appropriate administrative authority, but they are not managerial or supervisory employees. The duties of academic Chairs will be set forth in a written Memorandum of Understanding agreed to by the parties.

E. Monthly compensation for department or division chairs, associate chairs, assistant chairs, or graduate program chairs shall not be less than \$300 per month. The size and complexity of the department, division, or program and the nature of the quasi-administrative functions being performed shall determine the specific amount of the stipend. In addition, eleven (11) month appointments and workload equivalencies will be given where appropriate to the duties and responsibilities of the assignment.

#### ***TPSS Policy Statement on Selection of Department Chair***

*Faculty who are members of Tropical Plant and Soil Sciences shall meet to consider making a recommendation of a Tropical Plant and Soil Sciences member to serve as Chair. The recommended faculty member shall have a majority vote of all members in the department, and his/her name should be submitted to the Dean. Alternatively, faculty can send a memo to the Dean requesting the Dean to conduct a confidential survey of the faculty to solicit their recommendations for the chair's position. In either situation, the Dean shall determine who is appointed as Department Chair.*

*If there is no consensus among the Faculty, the Dean shall consider both the majority and minority views before making an appointment. Should there be a consensus among the Faculty Members as to who should serve as the Chair, and the recommendation is rejected, the Dean shall meet with the Faculty Members and provide a written statement setting forth the reasons for selecting another Faculty Member.*

### **The Nature of Scholarship.**

As a guide to Faculty in Tropical Plant and Soil Sciences with responsibilities in instruction, research, extension and service the following definition and descriptions are provide of what can be regarded as scholarship. Scholarship is creative intellectual work that is validated by peers and communicated. Forms of scholarship include discovery, creativity, integration and application.

<b>Forms</b>	<b>Discovery</b>	<b>Creativity</b>	<b>Integration</b>	<b>Application</b>
Character of scholarship	Generates, synthesizes, interprets and communicates new knowledge, methods, understandings, technologies, materials, uses, insights, beauty...			
Audiences for scholarship	Research peers, other educators, students, users, patrons, public...			
Means of communicating scholarship	Publications, presentations, exhibits, performances, patents, copyrights, distributions of materials or programs...			
Criteria for validating scholarship	Accuracy, replicability, originality, scope, significance, breadth, depth, and duration of influence, impact or public benefit...			
Means of documenting scholarship	Present evidence that creative intellectual work was validated by peers; communicated to peers and the broader audience; recognized, accepted, cited, adopted or used by others; that it made a difference...			

*From:* Ernest L. Boyer (1990) *Scholarship Reconsidered: Priorities of the Professoriate*. San Francisco: Jossey-Bass

## **Chapter 2**

### **PERSONNEL POLICIES AND PROCEDURES FOR CONTRACT RENEWAL, AND TENURE, PROMOTION**

#### **General Statement**

In accordance with Article X of the contract governing relationships with the University of Hawaii and its employees in bargaining unit 07, this document sets forth the procedures and policies used by the Department of Tropical Plant and Soil Science of the University of Hawaii in dealing with contract renewal, tenure, promotion and five year review actions. It defines a Department Personnel Committee (DPC) that is responsible for the periodic review and revision of personnel policies and procedures regarding contract renewal, tenure and promotion for the faculty as well as conducting the personnel evaluation actions and reporting its recommendation to the Department Chair and other Personnel Review Committees established by the College or the University.

It is understood that all policies and procedures must be in harmony with the University tenure and promotion policy and consistent with Board of Regents' policies, administrative guidelines and the Union Contract.

#### **Section 1. Department Personnel Procedures**

##### ***A. Guidelines for the Operation of the Committee***

##### **1.A.1. Composition of Department Personnel Committee (DPC)**

The DPC will be composed of five tenured, full-time faculty, elected before the end of the spring semester to staggered terms by the tenure-track and tenured faculty of the Tropical Plant and Soil Science Department. The DPC members are elected without categorization of faculty (Instructional, Researcher, Specialist, Agent). All members of the DPC need to be at or above the rank sought by an applicant for tenure and/or promotion. In the event that an applicant might benefit from representation of a particular category of faculty (e.g. Specialist, Agent), the DPC shall, upon written request from a candidate prior to submitting their application, appoint up-to two (2) qualified faculty from the department in such category to the DPC on an *ad hoc* basis for that candidate only. The DPC chair shall excuse two elected DPC member from voting on that candidate who is replaced by the *ad hoc* member. Alternates for the year will be designated in rank order of the number of votes received in the spring elections of that year.

The Chair of the DPC will be elected from among its members before the end of the spring semester. This organizational meeting is convened by the Department Chair who advises the Committee of its duties and responsibilities for the coming year.

##### **1.A.2. Eligibility**

Faculty who have served their two-year terms will not be eligible to serve a consecutive term. The names of eligible faculty will be placed on the ballot by the Department Chair who is responsible for conducting the election.

The Department Chair is not eligible to serve on the DPC, nor are faculty on leave or holding executive or managerial positions within the college or university.

A faculty member applying for promotion or tenure shall not serve on the DPC during the period the application is being evaluated.

An alternate will be substituted for any DPC member who is ineligible to participate or wishes to abstain in a particular personnel action.

**1.A. 3. Term of Office.**

The term of service on the DPC is for two years, with three faculty elected one year and two in the next. Alternates serve for one-year terms.

The DPC Chair serves a one-year term and may be re-elected to a second year if he/she serves as Chair in his/her first year on the DPC.

**1.A. 4. Replacement of Personnel Committee Members**

When a member of the DPC must be replaced before the end of a term, the first alternate from the election in the spring of that year will complete the remaining term of office.

**1.A. 5. Responsibility of the Chair of the Department Personnel Committee.**

The DPC Chair calls the meetings of the Committee, assigns responsibilities for preparing portions of the written evaluation, and interacts with the Department Chair on all matters relative to personnel actions for Bargaining Unit 07.

The DPC Chair makes every effort to involve all eligible DPC members when an important personnel action must be taken. The DPC Chair assigns to one or more members of the DPC the responsibility to prepare an in-depth review of all or a portion of the candidate's application and external evaluations. All members of the DPC are required to review all application agree on the final in-depth review document for each applicant.

The DPC Chair, acting jointly with the Department Chair, selects the external reviewers who could appropriately review the candidate's program. They jointly agree upon the documentation that will be sent to the reviewers.

**1.A. 6. Responsibility of the Department Chair with Respect to Personnel Actions for Faculty of the Tropical Plant and Soil Science Department**

The Department Chair conducts the election of the DPC, notifies faculty that they have been elected to serve on the DPC, and convenes the organizational meeting prior to the end of the spring semester each academic year.

The Department Chair informs candidates for contract renewal, tenure, and/or promotion of the requirements, procedures, and deadlines pertaining to the personnel action under consideration. These requirements include (but are not limited to) providing the guidelines developed by the University of Hawaii at Manoa, the College of Tropical Agriculture and Human Resources (CTAHR), and any additional guidelines or instructions of the Department of Tropical Plant and Soil Science.

Eight weeks before the tenure and promotion application deadline for submission to the department, the Department Chair requests of candidates applying for tenure and/or promotion the following:

a) Names, addresses, (fax numbers or e-mail) of professional colleagues with similar responsibilities at comparable academic institutions who are familiar with the candidate's work and qualified to evaluate it as external reviewers. The number of names shall number not less than 5. These colleagues must be at a rank equal to or higher than the rank to which the applicant seeks promotion. In addition, for extension specialists, agents and other faculty with significant stakeholder interactions, five to eight names of non-academic clients (e.g., growers, associations, government agencies and agribusiness professionals in Hawaii or elsewhere) are to be supplied.

The outside academic reviewers will be professionally capable to assess the applicant's work objectively, comment on its significance in the discipline, and hold at least the rank for which the applicant is applying or a higher one. The reviewers will need to be selected from Doctoral Granting Universities, Institutes and Agencies with a significant research activity. For extension, outside reviewers will be selected preferentially from those University campuses with an extension mandate, such as a Land-grant University.

The non-academic reviewers will be asked to comment on the applicant's areas of responsibility in teaching, scholarship, professionalism and community service.

Outside letters will not be solicited from individuals who have a relationship with the applicant that would reduce objectivity. Careful considerations will be given to avoid conflicts of interest and minimize perceived conflicts of interest when choosing external reviewers.

b) Curriculum vitae, recent publications, other items that the department chair and DPC chair determine necessary, see 1.A.7 for details.

The Department Chair, together with the Chair of the DPC, selects 5 to 7 external academic reviewers from the names supplied by the candidate and an equal number of others possible external reviewers as deemed appropriate by the Department Chair and Chair of the DPC. The aim is to obtain an equal number of academic reviewer letters from applicant's and department's lists. The Department Chair and DPC Chair must agree upon the letter and materials to be sent to the external reviewers, and the nature of the evaluation that is being requested.

The letter will be written according to the guidelines from the UHM Criteria and Guidelines for Faculty Tenure and Promotion Applications. In this letter, the reviewer will be assured of the confidentiality of the review process and of his/her identity.

The Department Chair is responsible for sending the letters of request for review. The letters shall be sent no later than 6 weeks before the Tenure and Promotion application deadline to the department. The external reviews will be kept secured in the department office.

The Department Chair provides guidance to faculty members during the contract renewal period in order to prepare them for the application for tenure and promotion.

#### **1.A. 7. Responsibility of the Candidate for a Personnel Action**

The candidate must familiarize himself/herself with the Department, College, and University policies and procedures and deadlines relating to contract renewal, tenure, promotion and five-year review. Normally, this is done by consultation with the Department Chair.



By the deadlines established by the University and the College of Tropical Agriculture and Human Resources, the candidate must submit the required materials for evaluation. For tenure and promotion actions, this normally includes (but is not limited to):

a) Names, addresses, telephone/fax/or e-mail addresses for five to eight professional colleagues not at Manoa whom the candidate considers qualified to review his/her program and progress. The reviewers need to be from Doctoral Granting Universities, Institutes and Agencies with a significant research activity. For extension applications, outside reviewers should preferentially be from those University campuses with an extension mandate, such as a Land-grant University. Established scientists from private sector industry may also be nominated. The external reviewers must be at a rank higher than that of the candidate, or, in the case of Rank 5 faculty applying for tenure, of equal rank. In addition, for extension specialists and agents, five to eight names of stakeholder clients (e.g., growers, extension agents, other specialists in Hawaii, associations, government agencies and agribusiness professionals in Hawaii or elsewhere) are to be supplied.

The candidate will also submit (1) an updated curriculum vitae, and (2) a description of teaching, scholarly activities and other relevant material for independent evaluation of the quality of the candidates programs and publications by the external reviewers.

b) At a later date the candidate will submit the application in the format provided by the UHM administration (including any CTAHR suggestions) via the Department Chair. This application will include a detailed description of his/her instructional, research or extension duties and programs, including the objectives of projects for which he/she is the Principal Investigator, a description of his/her scholarship in the categories of instruction, research, extension (where applicable), and service. Summaries of student evaluations of courses taught by the faculty member must be included. The application for tenure and/or promotion is an opportunity for the candidate to demonstrate his or her case for tenure and/or promotion through sufficient objective evidence of suitability.

c) Applicant may request to exclude up to one department member from the DPC, if he/she believes that a conflict exists that would prevent that DPC faculty member's fair evaluation of the application of the candidate.

d) Applicants for promotion and/or tenure will describe their contribution to each scholarly work and authorship conventions used by their discipline, including the significance of authorship order to aid in the review process.

### ***GUIDELINES FOR THE CURRICULUM VITAE***

Name

Rank and FTE percent distribution (I, R, S, A). (Faculty in TPSS are evaluated on their FTE percentage time distribution.)

Dates of appointment to UH and positions filled:

Previous personnel actions:

Educational background (years, degrees, institutions)

Brief statement of responsibilities (job description upon being hired)  
Projects for which candidate is PI:

Courses taught:

Extension projects:

Scholarship (brief examples):

Publications: *Published during the period under consideration*

Contributed papers in peer refereed journals

Books written and published.

Invited, edited or refereed papers, book chapters:

Service publications (include CTAHR publications):

Other publications, visual or electronic materials prepared and distributed

Patents

*(If not in press, evidence of submission and/or acceptance for publication.)*

For each scholarly published work listed in the CV, the candidate will provide a breakdown of their teaching, research and extension scholarship efforts. Scholarship is creative intellectual work that is validated by peers and communicated. Scholarly effort is defined as having two components: scholarship that involves the concept, design, execution and/or analysis and interpretation of data, and, authorship that involves drafting, reviewing, and revising the manuscript, publication, presentation, course, patents, exhibits, technologies, or programs. Applicants are requested to provide a breakdown of their percentage effort for the various components of their scholarship and authorship in multiple authored published works. On-campus teaching and extension involves creative and innovative works that are regarded as scholarship that must be communicated and documented with percentage contribution for each work given in the application. For Example:

	Your Publication 1	Your Publication 2
<b>Scholarship</b>		
Concept	100	20
Design	60	30
Execution	25	10
Interpretation	45	50
<b>Authorship</b>		
Drafting	75	10
Reviewing/revising	60	40

To aid in Tenure and Promotion Committee deliberations, candidates need to indicate how the order of authorship was decided. For example, it might follow the traditional practices of the Natural Sciences; first listing to researcher who did the most work both intellectual and physical, with the last author being the advisor who guided the research and may have been the PI for the grant that funded the research. Other ways of assigning authorship order include alphabetically listing of all authors, order of relative contribution and equal contribution by all.

The candidate will list grants awarded and his/her role in i) Concept and Design; and, ii) Drafting and Critically Revising. This same requirement applies to grants listed in the CV that were submitted but not funded.

#### **1.A. 8. Evaluation Procedures for the Department Personnel Committee**

The Department Chair cannot participate by voice, vote, presence, or in any other form of communication in the deliberations of the DPC over individual tenure and promotion applications.

Each committee member will be provided a copy of the candidate's materials. Letters solicited as described in Section 1.A. 6 from external reviewers are confidential and a copy will be made available for the DPC committee members to review. All materials and evaluations are treated as confidential. Committee members are under an obligation to preserve this confidentiality.

Letters received from individuals and organizations from within and from outside the university cannot be included in the application by the Chair or the DPC. The applicant should include such correspondence in their application when submitted.

Although the DPC must pass judgement on the application, the DPC and the candidate are not in adversarial positions. The DPC can provide guidance to the applicant during the preparation of the application and recommendations to strengthen the application after the DPC's initial review.

The DPC members do not edit the promotion and tenure documents. The DPC review process may have two steps:

The DPC Chair assigns to DPC members the responsibility for writing portions of the evaluation by the Committee. The DPC Chair edits these evaluations and submits them to the DPC for final comment and approval.

After a confidential discussion of the candidate's strengths and weaknesses by the members of the DPC, a vote to approve or deny the application will be taken. The vote will be by secret ballot. Only Faculty Members of equal or higher rank than that to which the applicant is applying are eligible to vote on applications for promotion.

The DC will not participate by voice, vote, presence, or in any other form of communication in the deliberation of the DPC over individual tenure and promotion applications.

The DPC written evaluation will include a tally of the vote, and the recommendation of the Committee for or against the application or abstain. After the vote, the DPC members will return all applications and supporting materials to the Department Chair.

The final tally of the DPC vote on the application will be made available to the candidate before it is submitted to the dean/ director by the Chair.

For contract renewal the DPC assessment and recommendation shall be forwarded to the Department Chair, who shall assess and make a recommendation. The DC will then show the assessments and recommendations to the applicant before forwarding same to the Dean.

For tenure and promotion application, the DPC assessment and recommendation (placed in Chapter 5 of the application) shall be forwarded to the DC, who shall assess and make a recommendation. The

DC will then forward the application to the Dean.

***B. Amendment of the Guidelines and Procedures***

The DC is responsible for periodic review and revision of personnel policies and procedures regarding contract renewal, tenure and promotion. The DPC may advise the DC that changes are necessary and suggest amendments to the document.

The DPC may recommend amendments from time to time at its discretion and in response to requests by the Dean of CTAHR or revisions to the UHPA contract with the University. Amendments shall comply with the terms of the University of Hawaii Professional Assembly (UHPA) contract, Board of Regents (BOR) policies, and administrative guidelines.

Proposed departmentally approved amendment policies shall be forwarded for review and approval via the Dean to the Chancellor Office.

**Section 2. Evaluation Procedures**

**2.A. Contract Renewal**

This is a biennial review of faculty during probationary period. Probationary faculty may request annual reviews.

The candidate shall submit an accounting of his/her significant accomplishments and contributions under the terms of the job description for his/her hire. The application submitted for contract renewal shall be in the same format required for a Tenure and Promotion Application to the Campus. Use of this format will aid the faculty member in preparing their application for Tenure and Promotion application. The accounting shall be submitted to the Chair and transmitted by the Chair to the DPC. The DPC will transmit the assessment [of strength and weakness and recommendation to the DC who shall make an assessment and recommendation. The DC shall show the assessment and recommendation to the faculty member before forwarding these to the Dean.

The DPC and DC shall follow the procedure set forth in Article XII for contract renewal assessments.

**2.B. Limited-Term Appointments**

If faculty on limited-term appointments are to be considered for re-appointment, they should be evaluated. If a review is to take place, the faculty member shall submit an accounting of his/her significant accomplishments and contributions under the terms of the job description for his/her hire during the appointment period. The accounting, including evaluation of teaching, if appropriate, shall be submitted to the Chair and transmitted by the Chair to the DPC.

**2.C. Tenure Application**

This is an application by a faculty member in a BOR tenure track position for permanent appointment to the faculty. In this application, the case for potential significant contributions is made by the applicant and reviewed by a DPC and the DC. The procedures are defined in Section 1-A-8, Criteria are those of the current University of Hawaii at Manoa's Criteria and Guidelines for Faculty Tenure/Promotion Application.

**2.D. Promotion Application**

This is an application for advancement from a lower rank to a higher rank within the category of the candidate's appointment (e.g., agent, Professor, Researcher, Specialist). This application is reviewed by a DPC comprised of tenured faculty at the rank to which the candidate aspires or higher. The procedures are defined in Section 1-A-8. Criteria are those of the current University of Hawaii at Manoa's Criteria and Guidelines for Faculty Tenure/Promotion Application.

## **Chapter 3.**

### **Five Year Faculty Performance Evaluation**

*Revised - 2014 November*

Board of Regents Bylaws and Policies, Section 9-13 establishes guidelines for periodic evaluation of faculty. These guidelines state that procedures for review of faculty must: 1) provide safeguards for academic freedom, 2) provide for participation of faculty peers in the review process, 3) provide for the evaluation of every faculty member at least once every five years, and that they may 4) provide for exempting faculty who have undergone a review for reappointment, tenure, or promotion, or who have received a merit salary increase during the five-year period.

The Procedures for this evaluation were revised in 2014 and the revisions are incorporated in this Chapter of the TPSS Policies and Procedures. The review is seen as a positive force “to encourage members of the university community to continue their professional growth and thereby improve the delivery of their professional services.”

Faculty are to be reviewed every five academic years. The following personnel actions constitute a positive review of a faculty member:

- a. Granting of promotion
- b. Positive recommendation for promotion by department chair, although promotion was not granted by the UH
- c. Granting of tenure
- d. Granting of a special salary adjustment for merit

The following events postpone a review for the academic year in which they are scheduled:

- e. Application for promotion, tenure, or special salary adjustment for merit
- f. Faculty who submit forms to retire by June 30 of the year s/he is eligible for review will be exempt from the review process. However, if the faculty member rescinds the application for retirement, s/he must submit documents for review within 30 days of the rescission.
- g. Sabbatical or leave without pay.

Faculty to be must submit an accounting of their accomplishments and contributions during the preceding 5-year period. The accounting will cover the faculty member's instructional, scholarly, and service activities.

This academic profile will be reviewed by the department chair. By February 01, the department chair will prepare a written report for the faculty member and the dean that will indicate whether the faculty member meets department expectations, and if not, what deficiencies exist. The department chair may meet with the faculty member who has met the departmental expectations to discuss the report and opportunities for further professional development.

If no deficiencies are identified by the chair in the report, the review process is concluded.

### **3.Scholarly Activity**

Scholarship can be defined as creative, intellectual work that is validated by peers and communicated. There are four forms of scholarship: discovery, creativity, integration, and application (Chapter 1 - Table

1). Scholarly achievement is expected of all faculty.

Collaborative work is valued. Scholarly activities can occur in teaching, research, and/or outreach, but in themselves, teaching, research and extension are not scholarship. Performance of assigned duties and scholarly achievement are the two primary areas for evaluating faculty performance.

### **3.A. Teaching**

Scholarly activities in teaching could involve developing or refining of instructional content and methods, with the primary audience of students or peers. The primary means of communicating scholarship could include teaching materials, methods, classes, and curricula. The primary criteria for validating scholarship could involve adoption of methodology by educator peers. Scholarship could be documented by peer recognition and adoption of new teaching materials, methods, or curricula; or evidence of leadership and team contributions.

### **3.B. Research**

Scholarly activities in research could involve generating new knowledge or synthesizing new understandings of knowledge, as well as communicating them. The audiences can be peers, students, industry clients and others with interest in the subject matter. Communicating scholarship can be via peer-reviewed publications, presentations, patents, technical bulletins or other modes that effectively transmit new knowledge to intended beneficiaries. The criteria for validating the quality of scholarship include originality, scope, and significance of new knowledge or new understandings of knowledge. Scholarship can also be documented by significance and impact in advancing knowledge, acceptance and adoption by peers, or evidence of leadership and team contributions.

The faculty member will provide a breakdown of his/her research efforts as previously described in Chapter 2, section 1.A 7 'GUIDELINES FOR CURRICULUM VITAE', if requested by the department chair. The breakdown would be into categories such as scholarship (concept, design, execution and/or analysis and interpretation of data) and authorship (drafting, reviewing, and revising the manuscript, publication, presentation, course, patents, exhibits, technologies, or programs) in multiple authored published works.

### **3.C. Extension**

Scholarly activities in extension could involve developing and communicating new technologies or methods. The primary audience for scholarship are peers, members of the public, and users. The primary means of communicating scholarship could include demonstrations and presentations to audiences, patents, publications for users, as well as periodicals or reports. The primary criteria for validating scholarship is the breadth, value, and persistence of use and impact. The scholarship can be documented by communication to users, significance and scope of use and benefits; commercial and social value; acceptance and adoption by peers; and evidence of leadership and team contributions.

### **3.D. Service**

Service is defined as participation in the academic affairs of the University, profession, and general community through efforts which call upon and utilize the professional competence of the candidate for the benefit of the institution, the good of the community, and the advancement of the profession. Such participation and contributions must be documented by the candidate.

### 3.F. Academic Profile Format

The evaluation will be made by the department chair, who will determine if expectations have been met using the voluntary narrative (described below). The narrative academic profile will be prepared by the faculty member, to which a CV covering the five-years under review is to be attached.

#### *Narrative format:*

Name:

Date \_\_\_\_\_

Department:

Job Title:

Rank:

Percent allocation:

Research: \_\_\_\_\_% Instruction: \_\_\_\_\_% Extension: \_\_\_\_\_%

Faculty members brief narrative profile will describe how expectations of scholarship and assigned duties have been met in areas of responsibility (Instruction, Research, Extension) according to rank and official time allocation with an attached CV for the five years under review.

For each scholarly published work listed in the profile, the faculty member will provide a breakdown of his/her teaching, research and extension scholarship efforts. Scholarship is creative intellectual work that is validated by peers and communicated. Scholarly effort is defined as having two components: scholarship that involves the concept, design, execution and/or analysis and interpretation of data, and, authorship that involves drafting, reviewing, and revising the manuscript, publication, presentation, course, patents, exhibits, technologies, or programs. Applicants are requested to provide a breakdown of their percentage effort for the various components of their scholarship and authorship in multiple authored published works. On-campus teaching and extension involves creative and innovative works that are regarded as scholarship that must be communicated and documented with percentage contribution for each work given in the application.

For Example:

	Your Publication 1	Your Publication 2
<b>Scholarship</b>		
Concept	100	20
Design	60	30
Execution	25	10
Interpretation	45	50
<b>Authorship</b>		
Drafting	75	10
Reviewing/revising	60	40

### 3.G. Expectations for TPSS Faculty

A faculty member is expected to have performed duties and responsibilities appropriate to his rank as defined by UH Executive Policy EP 5.221 Attachment 1 for Manoa in the areas outlined in the faculty member's position description with approved changes:



**Instruction:** An Instructor in Tropical Plant and Soil Science is expected to teach courses/SEMINARS in Tropical Plant and Soil Science as appropriate to his field of specialization to supervise graduate students if a member of the graduate faculty, and to advise other graduate and undergraduate students as requested.

**ASSISTANT PROFESSOR (I-3)**

*Duties and Responsibilities.* To conduct assigned courses or seminars; to supervise independent study activities and off-campus learning such as practicums and internships; to serve as academic advisor to students; to participate in curriculum development activities including the development of curricular materials and special instructional methods; to participate on committees in charge of candidates for advanced degrees; to conduct research or undertake comparable scholarly activity; and to perform related tasks as assigned.

**ASSOCIATE PROFESSOR (I-4)**

*Duties and Responsibilities.* To conduct assigned courses and seminars in undergraduate and graduate level instruction; to supervise independent study activities and off-campus learning such as practicums and internships; to serve as academic advisor to students; to participate in curriculum development activities, including the development of curriculum materials and special instructional methods; to serve as chair or member of committees in charge of candidates for advanced degrees; to conduct research or undertake comparable scholarly activity; to serve as department chair when selected; and to perform related tasks as assigned.

**PROFESSOR (I-5)**

*Duties and Responsibilities.* In addition to the duties and responsibilities of the Associate Professor rank, to assume a role of professional leadership in the department and in the relevant scholarly discipline.

**Research:**

A Tropical Plant and Soil Science researcher is expected to plan, carry out, and report the results of research in support of the agricultural industry in Hawaii and/or in basic studies in tropical plant and soil science.

A faculty member is expected to have performed duties and responsibilities appropriate to his rank as defined:

**ASSISTANT RESEARCHER (R-3)**

*Duties and Responsibilities.* To perform research in the field or branch of learning represented by and consistent with the goals of the department.

**ASSOCIATE RESEARCHER (R-4)**

*Duties and Responsibilities.* To perform research in the field or branch of learning represented by and consistent with the goals of the department.

**RESEARCHER (R-5)**

*Duties and Responsibilities.* To perform research in the field or branch of learning represented by and consistent with the goals of the department with which he/she is associated to assist in the administration of the unit, and to assist in other professional research endeavors in the department to which he/she belongs when called upon to do so.

**Extension:**

An Extension Specialist in Tropical Plant and Soil Science is expected to convene/contribute to multi-disciplinary commodity groups/industry analyses, and convey the results of research in his/her area of responsibility to the agricultural industry and the general public in Hawaii.

**ASSISTANT SPECIALIST ( S - 3 )**

*Duties and Responsibilities.* Under general direction and with latitude for independent judgment in the field of specialization, to perform assigned activities and to carry out routine duties competently; to supervise clerical help.

**ASSOCIATE SPECIALIST ( S -4 )**

*Duties and Responsibilities.* Under only general direction with wide latitude for the exercise of independent professional judgment in the field of specialization, to perform assigned activities competently.

**SPECIALIST ( S-5 )**

*Duties and Responsibilities.* With the exercise of independent professional judgment in the field of specialization, to perform any assigned functions competently without supervision; to plan, organize and direct programmatic activities, to render consultative or lecturing services to civic or professional organizations as called upon.

**Extension Agent**

An Extension Agent in Tropical Plant and Soil Science is expected to develop and carry-out programs that address the needs of stake holders.

**ASSISTANT AGENT (A-3)**

*Duties and Responsibilities.* Competence, productivity, and increasing maturity in assigned extension activities. Fulfilling responsibilities for development of county extension program. Harmonious work with other agents.

**ASSOCIATE AGENT (A-4)**

*Duties and Responsibilities.* Increasing productivity, professional maturity and leadership in assigned extension activities. Development of leadership in others. Harmonious work with other agents, department members and with public agencies. Evidence of interaction with the disciplines within tropical plant and soil science, and contribution to a discipline or to the extension profession.

**AGENT (A-5)**

*Duties and Responsibilities.* Exceptional leadership ability and success in a significant program or administrative responsibilities for a major subject or geographic area. Ability to perceive and implement broad educational programs relevant to community needs. Harmonious work with other agents, department members and with public agencies. Interaction with nationwide extension profession. Substantial contribution to subject matter area or to extension as a profession.

**Professional Improvement and Service:** Faculty members in Tropical Plant and Soil Science are expected to maintain and improve competence in their area of expertise, to participate as requested in departmental activities via appointments or committee participation, and to perform other service when requested to the University and the public. At rank five, this is expected to include the national and/or international level.