

APPROVED:

Plant & Environmental  
Protection Sciences

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Office of the Senior Vice President  
and Executive Vice Chancellor

## **Procedures and Guidelines for Promotion, Tenure, and Contract Renewal**

**Plant and Environmental Protection Sciences (PEPS)  
College of Tropical Agriculture and Human Resources**

The promotion, tenure, and contract renewal processes involve administrators and faculty at all levels of governance at the University of Hawaii. The processes are initiated by university-level administrators and channeled through college and department administrators. The Department Chair (DC) provides faculty with promotion, tenure, and contract renewal guidelines and criteria for application for the appropriate personnel action. The DC will also make their self-available for consultation by applicants on all matters relating to the promotion/tenure/contract renewal procedure. University and college deadlines are provided with the university guidelines and criteria. Department criteria and deadlines are provided soon thereafter, usually within two weeks.

### **Procedures for the Department Personnel Committee and Department Chair**

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

The Department Personnel Committee is composed of seven permanent faculty who hold tenure in the department with at least five members required for a quorum. Eligible faculty will be elected for two-year terms by the department faculty. The committee shall consist of at least one faculty member from each of the categories: A, I, R, S. In the first election the four faculty receiving the highest four numbers of votes will serve two-year terms. The three faculty receiving the next highest numbers of votes will serve one-year terms. The two faculty receiving the next two highest numbers of votes will serve as alternates. In case of ties, there will be a runoff election. Excluded from DPC membership is the DC.

The DC shall conduct an election among the DPC members to elect a chair. The chair will serve for 1 year.

Within a given year, faculty members who are candidates for promotion, tenure or contract renewal are prohibited from being a member of the DPC. The DPC election is initiated each July.

DPC members are prohibited from evaluating and voting on promotion applications to a higher rank than they presently hold.

## 2. Selection of External Evaluators and External Letters (Promotion and Tenure)

After notification by a faculty member of his/her intent to submit an application, the DC solicits from the faculty member the names and addresses of five or more respected scholars or workers in his/her field who are not at UH, Manoa. The evaluator must hold the same or higher academic rank than the one for which the applicant is applying. The use of thesis/dissertation or postdoctoral advisors as external evaluators is not allowed. Applicants may submit a list of three individuals that they would like excluded from the external evaluators. Using the same criteria as the applicant, a second list of five or more potential external evaluators is prepared by the DC in consultation with the DPC chair. Using both lists, the DC in consultation with the DPC chair selects six external evaluators, three from the applicant's lists and three from the list submitted by the DC in consultation with the DPC chair. Applicants may also submit a list of names of non-academic evaluators that represent a group or association of stakeholders.

## 3. Solicitation of Letters from the External Evaluators (Promotion and Tenure)

Upon notification of the applicant's intent to apply for promotion and/or tenure, the DC requests from the applicant a statement of research, instruction, and outreach program goals, significant accomplishments during the review period, and a current CV that includes a bibliography and list of contracts, grants, patents, etc. The DC then uses the applicant's statement and CV to solicit a review by the external evaluators. External reviews are requested to arrive prior to DPC deliberation, but are accepted up to the date of the final voting by the DPC. External reviews that arrive after the final deliberations will be included in the dossier with a note saying the DPC did not review them.

## 4. Procedures for Review of Dossiers

Faculty dossiers are evaluated separately by the DC and the DPC. Prior to beginning the review, the DPC chair reviews the standing DPC procedures with the members.

Each member of the DPC is provided with a copy of the applicant's dossier and, for tenure and promotion applicants, copies of the reviews by the external panel. The DPC chair presides over the review and instructs the members of the committee about the confidential nature of the dossiers, external reviews, and proceedings.

Within the DPC, primary and secondary discussion leaders are selected for each applicant. The role of the primary discussion leader is to lead the discussion of the applicant's case. The secondary discussion leader takes over if the primary discussion leader is not present. Another responsibility of the discussion leader is to prepare a draft review for consideration by the DPC and to prepare the final review statement for the DPC by incorporating changes that are agreed upon by the DPC.

After first reading, the DPC may suggest that the applicant make changes in the format or presentation of the materials. The applicant is free to take or disregard the advice without

prejudicing the case. As a rule, no "late" materials are accepted for inclusion in the dossier once the DPC begins its final deliberation.

Recommendations for or against contract renewal, tenure, and/or promotion are made by secret ballot. No proxy voting is allowed. DPC assessments and recommendations are forwarded to the DC whom makes an independent assessment and recommendation that is forwarded to the Dean. Minority recommendations are allowed if the number of members who prepared the minority report is stated.

#### 5. Procedures for Review by DC and DPC Assessments

The applicant for promotion and/or tenure is not provided an opportunity to review DC and DPC assessments prior to transmission of the dossier to the dean

#### 6. Procedures for Contract Renewal

The contract renewal form is initiated by the DC. The form will provide for the assessment by the DC and the DPC of the faculty member's performance. The form is passed to the DPC that will include its assessment and recommendation with the form and transmit the material to the DC who will make an assessment and recommendation. The DC will then show the assessments and recommendations to the faculty member concerned before forwarding same to the Dean.

#### 7. Amendments of Procedures

Amendments to DPC procedures may be recommended from time to time at the discretion of the Department, Division or comparable unit. The proposed amendment shall be sent through the Dean, Director, or Provost to the appropriate Senior Vice President for review and approval, which shall not be unreasonably withheld. Approved amended procedures shall be filed with the Union and the Dean, Director or Provost.