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UHPA Date

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Mānoa Chancellor's Office Date

University of Hawai'i at Mānoa
College of Arts and Humanities
Department of American Studies

DEPARTMENT POLICY STATEMENT NO. 1

PROCEDURES AND CRITERIA FOR PERSONNEL ACTIONS

Procedural Guidelines for Personnel Actions

All personnel-related decisions are made in accordance with University policy as defined by current tenure, promotion, and contract renewal criteria and procedural guidelines, including collective bargaining agreements. In general, these decisions involve departmental judgments on matters of regular faculty appointment, tenure, promotion, contract renewal, Department Chair selection, and judgments by the Chair, following departmental consultation, in instances of special faculty and staff appointments. The decision-making portions of all meetings dealing with these matters are closed to all but eligible department faculty members. Voting on all departmental matters is restricted to those eligible faculty members present at the particular meeting (i.e. there is no proxy or other voting, except for the election of the Department Chair, which allows for a vote by written ballot submitted prior to the meeting).

1. The Department has a standing **Personnel Committee (DPC)** composed of all tenured Bargaining Unit 07 department faculty members, to make recommendations on all personnel-related decisions involving regular faculty (i.e. tenured and tenure track).
2. To assist in personnel matters, the department depends on the advice of the **DPC Chair** and a two-member **Subcommittee**. The **DPC** (with the exclusion of the Department Chair) elects the **DPC Chair** by secret ballot. The **DPC Chair** and the two-member **DPC Subcommittee** are elected for a term of one year.
3. **Outside Members:** Should the **DPC** have fewer than five eligible voting faculty members for a particular personnel decision, the Dean, in consultation with the Department Chair, will appoint the minimum number of necessary members from outside the department. In giving counsel to the Dean on outside appointments, the Department Chair will confer with the faculty.
4. **Initial Appointments:** Following the announcement of a position, receipt and review of applications, and interviewing of short-listed candidates, the **DPC Subcommittee** (or an ad hoc **Search Committee**, should one have been selected to conduct the particular candidate search) makes recommendations to the **DPC**. The **DPC**, in turn, and the Chair, vote by secret ballot and the vote is the basis for a ranked appointment recommendation to the Dean.
5. **Tenure, Promotion:** The **DPC Chair** and **DPC Subcommittee** make recommendations to the full **DPC** in all tenure and promotion cases, which, in turn, are discussed by the **DPC** (excluding the Department Chair). The Department Chair does not participate by voice, vote, presence, or other form of communication in the deliberations of the **DPC** over individual tenure, promotion, or contract renewal decisions. Final decisions are made by a secret ballot vote of the **DPC**, excluding the Department Chair. On decisions involving promotion, only faculty members of equal or higher rank to the position sought are eligible to vote. Final decisions, based on a majority vote of eligible faculty members, are forwarded to the Dean. The Department Chair submits a separate recommendation to the Dean.

6. **Contract Renewals:** As with other personnel decisions, the **DPC Chair and DPC Subcommittee** make recommendations on contract renewals to the full DPC. Contract renewal decisions are made after consideration of the full record of the person from the time of initial appointment. In all instances, specific procedures—deadlines, modifications and waivers, external reviews, etc.—follow University and collective bargaining criteria and procedural guidelines. The **DPC Chair** relays the recommendation and DPC decision to the Department Chair.
7. **Instructional Faculty, Tenure and Promotion—Criteria:** In accordance with current University policy and the BoR-UHPA collective bargaining agreement, candidates for promotion shall be assessed based on their record in teaching, research, and service.
 - a. **Tenure Criteria for Promotion to Associate Professor:** Candidates must achieve a high level of effectiveness as a teacher. Candidates should be able to demonstrate that they can advance student learning in a variety of settings and that they can design, teach, and refine a range of successful courses, thereby contributing significantly to the department's instructional program. In research, candidates should have produced a coherent body of intellectual work and should be on their way to becoming established scholars in their fields of specialization. In most cases, candidates should have, at a minimum, a scholarly book, published or accepted and in production by a respected scholarly press. A substantial collection of scholarly articles, essays, and book chapters, published in leading scholarly journals and/or by respected scholarly book publishers that collectively constitute the equivalent of a significant scholarly book, may be considered as a substitute for a book. A body of significant creative work can also augment a candidate's scholarly record. In service, candidates shall have participated in the governance of the department and should have compiled a record of meaningful contributions to the university, the field, and to the larger community. For candidates with permanent administrative posts, service can carry special weight.
 - b. **Criteria for Promotion to Full Professor:** Candidates must have achieved excellence in teaching, having developed a range of significant and successful courses, demonstrated a consistent ability to advance student learning in a variety of settings, and contributed to all levels of the department's instructional program unless precluded by other teaching responsibilities (such as directorship of one of the department's certificate programs). In research, a candidate should have produced a substantial, coherent, and respected body of intellectual work and should have emerged as a leader in one or more fields of specialization. In most cases, candidates should have at least one additional book, published or accepted and in production by a respected scholarly press since the previous promotion. A substantial collection of scholarly articles, essays, and book chapters, published in leading scholarly journals and/or by respected scholarly book publishers that collectively constitute the equivalent of a significant scholarly book may be considered as a substitute for a book. A substantial and influential body of creative work can also augment a candidate's scholarly record. In service, candidates should have played a leadership role in departmental and university governance and should have accumulated a substantial and sustained record of meaningful service to the field and the larger community. For candidates with permanent administrative posts, service can carry special weight, but that must be paired with clear scholarly production at the level expected of a Full Professor.
8. **Specialist Faculty, Tenure and Promotion—Criteria:** In accordance with current University policy and the BoR-UHPA collective bargaining agreement, candidates for promotion shall be

assessed based on their record of productivity and their overall contributions to the department. Assessment shall also consider specific Evaluation/Assessment Guidelines set out for each specialist faculty member.

- a. Tenure Criteria for Promotion to Associate Specialist: Candidates must achieve a high level of effectiveness in their specialty. The expectations for each specialist are determined by their original job description, letter of hire, and any additional instrument created for evaluation by the Departmental Chair and DPC Subcommittee—the latter created in consultation with the candidate and approved by the Dean. This instrument will set out the expectations for performance, time allotments to tasks, and measurable outcomes. Specific categories may include grants acquisition and management, outreach activities, research, teaching, technical assistance and/or responsibilities and initiatives—again, dependent upon the specific tasks and expectations itemized in the job description and evaluative instrument. As with Instructional Faculty, service expectations for candidates are separate from specific responsibilities set out in the Specialist's job description or performance criteria. Generally, a Specialist applicant for tenure and/or promotion should have participated in departmental and university governance and should have accumulated a sustained record of meaningful service to the field and the larger community.

- b. Criteria for Promotion to Full Specialist: Candidates must have achieved excellence in their area of specialization. As with promotion to Associate Specialist, the expectations for each specialist are determined by their original job description, letter of hire, and any additional instrument created for evaluation by the Departmental Chair and DPC Subcommittee—the latter created in consultation with the candidate and approved by the Dean. Specific categories may include grants acquisition and management, outreach activities, research, teaching, technical assistance and/or responsibilities and initiatives, dependent upon the specific tasks and expectations itemized in the job description and any additional evaluative instrument. Candidates for Full Specialist shall have contributed substantially in all areas of their specialty and shall have demonstrated exceptional output and technical and/or scholarly production comparable to that of Instructional faculty seeking promotion to Full Professor. In service, candidates should have played a leadership role in departmental and university governance and should have accumulated a substantial and sustained record of meaningful service to the field and the larger community.