

APPROVED:

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**Tenure, Promotion, and Faculty Review Criteria
Department of Anatomy, Biochemistry, and Physiology
John A. Burns School of Medicine
University of Hawaii at Manoa**

I. Departmental Personnel Committee (DPC) Policies and Procedures

The DPC will provide peer evaluations for appointment, promotion, tenure and annual contract renewal evaluations for the Department of Anatomy, Biochemistry & Physiology. In the event that there is an insufficient number of eligible faculty members, *ad hoc* members will be selected from either the Department of Tropical Medicine, Medical Microbiology & Pharmacology or the Department of Cell & Molecular Biology at JABSOM by the Dean in consultation with the Department Chair.

A. DPC Procedures

1. The DPC will base its assessment on the criteria stipulated in the Departmental and Manoa Tenure and Promotion Guidelines when evaluating the candidates. Consistent with the Collective Agreement, DPC members must hold the Rank (or higher) to which the applicant is applying.
2. All faculty members whose appointments are 1.0 FTE, tenure track, are required to serve on the DPC as requested by the Chair. There can be no more than seven members of the DPC.
3. The Chair of the DPC is appointed annually by committee acclamation. If a clear consensus is not achieved, the Department Chair will ask the Dean to appoint Chair of the DPC.
4. A minimum of five members of equal or higher rank to which the applicant is applying will vote on applications for tenure and/or promotion.
5. A candidate may request one time to replace a DPC member or an *ad hoc* committee member.
6. The evaluation process will be by secret ballot.
7. A five-point rating scale will be used to evaluate the candidates teaching, research productivity, service, and value to the Department (Appendix 1).
8. Submission of materials by the faculty member for consideration is dictated by the schedule established annually by the UH System. Generally, material should be received by the DPC at least two weeks before the schedule evaluations meeting. Late material may be considered up until the time that the DPC meets.

9. The DPC will submit a written report to the Department Chair for inclusion in the dossier noting the results of the vote for or against the candidate. For contract renewal, the candidate will be informed of the decision by the DPC and Department Chair within one week of each decision.
10. A narrative of the candidate's strengths and weaknesses and overall recommendation will comprise the report for inclusion into the dossier.
11. The DPC will meet and finalize its report in a timely basis, preferably no more than two weeks, once the application is received by the DPC for review.

II. Criteria, Expectations, and Guidelines for Tenure and Promotion for R (Researcher) and I (Instructional) Categories

Criteria for tenure and promotion are based upon Research, Teaching, and Service for R and I categories. This department has one additional criterion for tenure and promotion for R and I categories, which is the award of a competitive research grant or contract from a national government agency, such as NIH, NSF, etc., or a national non-profit granting agency, such as American Cancer Society, American Heart Association, etc. Faculty must also meet the requirements for teaching and service as indicated below.

The criteria listed are for the purpose of assisting candidates in making a case for tenure or promotion and should not be considered all-inclusive. Other relevant documentation may be submitted if the applicant believes it is warranted for consideration. The department expects that each candidate will have accomplishments in each of the three main areas of endeavor, Research (Scholarship), Teaching, and Service. Each dossier will differ one from another in effort and time spent in the three areas, but all effort is expected to be of the highest quality.

A. Research

The evaluation of research is based on originality, independence, productivity, funding, and recognition in one's field at a local, national, and/or international level as evidenced by the following. While not all elements are required, it is expected that a majority will be achieved:

1. Publications including any of the following. It is expected that faculty who are seeking promotion and/or tenure based largely on research activities will have a significant number of peer reviewed publications appropriate for the rank they are seeking.
Ranked in order of importance:
 - a. Original articles in refereed journals
 - b. Invited articles, book chapters, and books
 - c. Articles reprinted in professional society meeting reports
 - d. Refereed abstracts

- e. Unrefereed abstracts and communications
 - f. Book reviews and letters to the editor
2. Research support evaluated on the following and ranked in order of importance. It is expected that faculty who are seeking promotion and/or tenure based largely on research activities will have obtained significant extramural funding for their research, appropriate for the rank they are seeking:
- a. Funded extramural grants
 - b. Funded intramural grants
 - c. Approved but not funded extramural grants
 - d. Approved but not funded intramural grants

Note: for c and d, the committee will consider grant reviews and scores.

3. Local, national, and/or international recognition in one's field as evidenced by the following. These are not essential but desirable in evaluation of the faculty for promotion and/or tenure:
- a. Written statements solicited by the Department Chair from peers active in the same or related disciplines at major research institutions
 - b. Service as an editor, editorial board member, or referee of a scholarly journal
 - c. Membership on a committee of, or service as a consultant to, a local national, or international scientific society or reviewing body
 - d. Invitations to participate in symposia and workshops
 - e. Frequency of citation by other authors (e.g., Citation Index)
 - f. Receipt of awards and honors in one's field
 - g. Consultations by other professionals, media, etc.
 - h. Professional consultant to industrial organizations and government agencies
4. Participation in university and medical school research opportunities such as:
- a. Biomedical symposium
 - b. Medical school symposia, conferences, and special lectures
 - c. Mentoring undergraduate, graduate, and medical students in directed research courses as 499, 599, 699 and thesis research

* These are not essential but desirable in evaluation of the faculty for promotion and/or tenure .

Note: The research component can be met by research in educational techniques and publication in peer reviewed journals.

Research at any level must be supported by a written record.

B. Teaching

All teaching must be done in an effective and professional manner with clear objectives of instruction and evaluation methods, distinctly stated. Instruction must be evaluated to be competent and reflect the needs and professional objectives of the students. Instructional delivery methods and course content should be comparable to similar courses offered at national Research-I institutions.

Willingness to teach in the area of one's expertise at any level appropriate to departmental to the university instructional mission function is important. This includes undergraduate, graduate, and medical school instruction. Participation is valuable in a variety of teaching situations from sole responsibility of a large undergraduate course to a single focused medical school lecture, graduate student lecture, or directed research course. Development of new courses is encouraged. Team-taught courses as well as single-student courses at the 499 and 699 level (directed reading and/or research) are also important but are slightly less critical to the department mission. Important instructional activities include the following:

1. Serve as principal instructor and manager of a major undergraduate, graduate course or medical student course.
2. Serve as PBL tutor/co-tutor.
3. Participate in team-taught undergraduate or graduate course.
4. Provide relevant content lectures in PBL or graduate course.
5. Teach PBL elective course.
6. Direct undergraduate/graduate seminar course.
7. Teach directed reading/research courses: 499 or 699.
8. Provide mentoring for M.S./Ph.D. students.

C. Service

Three classifications of service are important in considering promotion and/or tenure. They contribute to the individual's growth and development; support the functioning of the department, the school, and the university, and enhance the reputation of the university in the wider academic community. Possible service activities include the following:

1. Professional service as a committee member, officer, or manuscript reviewer in local, national, or international discipline-based societies, e.g., American Medical Association, American Society for Reproductive Biology.
2. Participation in study sections of government funding agencies, such as NIH or NSF or local funding agencies such as Hawaii Heart Association or Hawaii Community Foundation.

3. Participation in committee governance at department, school, or university level. Included in this activity is serving on dissertation and thesis committees.
4. Participation in activities within the community off campus, such as science fair judge, and presentations at community organizations or high schools. This should be done at a level that does not interfere with university teaching, research, or other service.

II. Criteria, Expectations, and Guidelines for Tenure and Promotion for the Specialist (S) Category

The Department of Anatomy, Biochemistry & Physiology is uniquely responsible for obtaining and processing human cadavers for use in medical, graduate, undergraduate and Continuing Medical and Allied Medical Education. The Specialist category exists in the department due to the unique nature of human cadaver dissection existing as a required educational activity as found in various university medical and allied medical degree granting programs. Cadaver preparation involves specific preservation methods for unique educational dissection activities as well as on-going research and development into new and improved methods in response to the dynamic nature of medical and allied medical technological advances. Additional and specialized knowledge of safety and legal obligations regarding human body acquisition and disposition as well as morgue management is required. Currently there is no advanced academic training or degree-granting program concerning human body preservation and utilization in medical and allied medical educational programs. Thus, criteria for tenure and promotion focus on specialized activities aimed at achieving excellence in professional activities, research and scholarly activities and service activities. Assessment for achievements within these categories generally correspond to I.A, B, C (as above) but measures success from a more specialized scope that focus on academic achievements with respect to human body preservation as well as the day-to-day management and operation of the morgue and anatomical materials including management of the Willed Body program facilitating community outreach.

III. Statement of Expectations for Faculty 5-Year Review

The 5-Year Review of faculty is based upon Scholarship, Teaching, and Service. The UHPA approved procedures can be viewed through the following link:
http://manoa.hawaii.edu/ovcaa/faculty/pdf/memo_pd_review_timetable_08_30_2013.pdf

APPENDIX 1. 5-POINT RATING SCALE

**John A. Burns School of Medicine
Annual Faculty Evaluation
5-Point Rating Scale**

Faculty Member's Name _____
Department Anatomy, Biochemistry & Physiology Classification/Rank _____

Please rate the faculty member in each of the following areas, as applicable, using the 5-point rating scale indicated below:

- 1 Point – Poor/Unsatisfactory *
- 2 Points – Needs Improvement *
- 3 Points – Average/Satisfactory
- 4 Points – Very Good
- 5 Points – Excellent
- * Comments are required below

AREAS OF EVALUATION:

TEACHING	_____
RESEARCH	_____
UNIVERSITY/PROFESSIONAL SERVICE	_____
CLINICAL ACTIVITIES	_____
OTHER ACTIVITIES (please list)	_____
_____	_____
_____	_____
_____	_____

Comments/Concerns (Mandatory for ratings of “1” or “2” and Optional for all others):