

APPROVED:


Mānoa Chancellor's Office

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Date

DEPARTMENT OF ANTHROPOLOGY CRITERIA FOR CONTRACT RENEWAL

Approved by the UH-Manoa Anthropology Department, December 10, 2015

I. Purpose

This document describes criteria used by the Faculty of the Department of Anthropology to assess applicants for contract renewal.

II. Contract Renewal Application

The application for faculty contract renewal consists of a statement of endeavors (not more than three pages in length), bibliography, and supporting documents.

A. Statement of Endeavors

The statement of endeavors should be divided into three sections that focus on teaching, research, and service, with emphasis on contributions during the period since the last contract renewal.

A. 1. Teaching

Summarize your contributions in teaching at both the undergraduate and graduate level. If you have not offered graduate level courses discuss your work with graduate students on an individual basis. You may want to briefly explain your general approach and orientation towards teaching. Also discuss efforts and plans to involve students in your research. University of Hawai'i Electronic Course and Faculty Evaluation (eCAFÉ) course evaluations are required. These should be submitted among your supporting documents.

A.2. Research

Summarize your ongoing and planned research. Outline the problems you are interested in as well as the research methodology. You may refer to your publications, including any that have appeared since your initial hire, as well as ones that are in press, in review, or in preparation. Compile a portfolio of these works. You may want to include and discuss bibliometric data to document citation frequency and the impact factor of journals that have published your work, but this is optional. In discussing collaborative research projects, clearly distinguish the extent and nature of your individual role in these projects. Note your efforts in writing grant proposals and submit copies of completed proposals.

A.3. Service

Summarize (or list) any service contributions to the department, college and university (e.g., work on committees or in developing institutional exchanges), professional organizations (e.g., reviewing manuscripts and grant applications, organizing conference symposia), and the broader public (e.g., public lectures).

B. Bibliography

Refer to and follow the appended **Department of Anthropology Standardized Format for Bibliography (Appendix A)**. Note that the bibliography format includes categories for conference presentations and submitted grant proposals. The contract renewal bibliography should list unpublished manuscripts, in addition to publications that are in print or in press. Note that the promotion/tenure bibliography should not list unpublished manuscripts - only ones that are "in print" or "in press". Candidates, who are undergoing their first contract renewal, should distinguish

publications completed after initial hire at UH from others completed prior to initial hire. Candidates applying for their second review should distinguish between publications since their last contract renewal and those prior to their second contract renewal.

1. **In press:** It can be listed as "in press" when the author has no more editorial work to do on the accepted work and the publisher has assigned an ISBN number for a book or DOI (digital object identifier) for an article or a letter is provided by the editor as accepted for publication.
2. **In review:** the manuscript has been submitted but has not formally been accepted.
3. **Under contract:** the author has a written agreement with a publisher stating that if the author submits a complete manuscript the publisher will consider publishing it.

C. Supporting Documents

Supporting documents for contract renewal applications include: list of courses taught since initial hire, publications, grant proposals, and teaching evaluations (these are not required for the first semester but are expected for subsequent contract renewal applications)

III. Criteria of Contract Renewal

A. Research and Publications

Establishing an active program of research and publication is an absolute requirement for a recommendation of contract renewal in the Department of Anthropology. Evidence of a successful program of research and scholarship includes a series of high quality publications judged to be significant by peers at the university and by recognized experts in the field at other institutions. Although the candidate's publication record will vary by sub-discipline within anthropology, original books (including monographs and edited collections), journal articles (in peer-reviewed national and international journals) and book chapters are regarded as a hallmark criterion for promotion. The relative value of publication vehicles – journal articles, books, edited volumes, book chapters, research and excavation reports – will vary by sub-field, but visibility, appropriateness, prestige of publication outlets, journal impact factors, and citation bibliometrics will be considered. For example, publication of a single-authored book, or the equivalent in quality peer-reviewed journals, is generally required in socio-cultural anthropology, while quality journal articles are more commonly the criterion for promotion in physical/biological anthropology and archaeology.

A.1. Publications: quality and quantity

While the quality and significance of publications are more important than quantity, an anthropologist actively engaged in scholarly research might consistently publish about two articles per year (with approximately half of those articles in major refereed journals) or a single-authored book from a recognized press (e.g., university press) or the equivalent every five years.

Peer-reviewed publications in journals and/or original single-author books are the highest value. Senior-authored or sole-authored journal articles and book chapters may be given more weight than articles in which the applicant does not serve as the lead author. Solicited review articles (especially in high impact factor publications) should count heavily, while encyclopedia contributions are considered more minor.

In addition, evidence of engaged scholarship can include collaborative grants, policy documents, program development, or other contributions that demonstrate successful application of research.

A.2. Authorship convention

In **social/cultural anthropology** the norm for publication is single-authored works. In co-authored publications the first author is recognized as the scholar who has contributed most significantly to the publication, particularly in terms of writing, research, and research design.

In **archaeology**, as well as **physical/biological anthropology**, the norm for publication is a combination of both single-authored and co-authored works. Scholars engaged in collaborative research will generally publish the results of this work in co-authored publications. After initial publication of the results, scholars may publish single-authored works that review, synthesize, and contextualize the previously published findings, or present them in theoretical perspective. In co-authored works, the first author is generally recognized as the scholar who has contributed most significantly to the publication, particularly in terms of writing, analysis and/or fieldwork, and research design. In publications with multiple co-authors (sometimes up to ten or more), co-authors who are not the lead author may have contributed to only one aspect of scholarship. For example, they may have contributed to analysis and/or fieldwork, facilitated access to sites or collections, or provided funding, without being directly involved in actual writing of the paper.

A.3. Indicators and measures of significance

A. Peer evaluations of contributions

The 2015 UH-Manoa Criteria and Guidelines for Faculty Tenure/Promotion Application state that: "You should include all relevant external reviews of your published work or creative productions. These include published reviews, grant reviewers' comments, letters to the editor, readers' comments of manuscripts submitted for publication and unsolicited letters from peers in response to publication of your work" (p. 19).

The DPC requires candidates for contract renewal to submit peer evaluations (e.g., pre-publication book and manuscript reviews, and grant proposal reviews) as supporting materials.

B. Bibliometric data

Candidates may elect to provide quantitative bibliometric data as evidence for the significance of their published work. Such data may include:

1. The impact factors of the journals in which the candidate's work is published.
2. Quantitative data for the number of citations. In this case, the candidate should identify the source of the data (e.g., Web of Science, Google Scholar). If quantitative citations are provided, these data should clearly distinguish between the total number of citations and the number of self-citations.

A.4. Extramural funding

Faculty members are encouraged to seek extramural funding and provide evidence of projects funded and/or not funded. Extramural funding is strongly encouraged.

IV. Amendments

A. Amendments to the procedures for tenure, promotion, and contract renewal may be recommended from time to time by a majority vote of the department faculty in Bargaining Unit 07 in accordance with Article X of the current agreement between the University of Hawaii Professional Assembly and the Board of Regents.

B. Proposed amendments will be sent through the Dean to the Chancellor and the Union for review and approval.

**Appendix A. Department of Anthropology Standardized Format for Bibliography
(Follows 2015 UH-Manoa Guidelines for Tenure/Promotion Application)**

1) Separate published works, works in press, conference presentations and manuscripts into the following groupings. Additional categories may be created if necessary.

- Books or original scholarship
- Chapters in books
- Edited volumes (books and guest editor journal issues)
- Textbooks
- Articles in international or national refereed journals
- Articles in other periodicals
- Book reviews
- Technical reports and other unpublished work
- Invited conference presentations
- Other conference contributions
- Other scholarly products (such as major software, video, or exhibits)
- Grants (indicate amount funded, approved but not funded, submitted but not approved, etc.)

2) Within each category, list works in order of publication, with the most recent works first. Make a clear division between work published or completed since your last promotion (or initial hire if you have not previously been promoted at UHM) and earlier work.

3) Distinguish between works for which you were an author and those for which you were an editor.

4) Indicate your estimate of the extent of your contribution to all jointly authored and edited works.

5) Give a complete citation for each item. An entry for a published article, for example, should include all the authors as listed in order by the journal, complete title, volume, year, and pagination.

Sole author article as follows:

Pietrusewsky, M. 2010. A multivariate analysis of measurements recorded in early and more modern crania from East Asia and Southeast Asia. *Quaternary International* 211:42-54.

Multiple author articles as follows:

Best, S., P. Sheppard, R.C. Green and R. Parker. 1992. Necromancing the stone: Archaeologists and adzes in Samoa. *Journal of the Polynesian Society* 101:45-85. Contribution to: Writing (XX%); Conceptualization (XX%); Analysis (XX%).