

APPROVED:

James D Kandaok 7/10/2014
UHPA Date

APPROVED:

[Signature] 7/24/14
Mānoa Chancellor's Office Date

SCHOOL OF ARCHITECTURE

ARCHITECTURE PERSONNEL COMMITTEE (APC) PROCEDURES

Approved by written vote of Architecture Faculty of BU07, May 29, 2014

The Architecture Personnel Committee (APC) is the faculty committee mandated by the agreement between the University of Hawai'i Professional Assembly, (the faculty union) and the Board of Regents of the University of Hawai'i (the governing body of the university). It is primarily responsible for peer review of faculty colleagues and is responsible for the first level review of probationary, tenure-track faculty and non-tenure track faculty at ranks I3, and I4 (Assistant and Associate Professor respectively) for contract renewal, tenure, tenure and promotion; and as well as for tenured faculty for I5 promotion.

Review of tenured faculty for the five-year review process shall be in accordance with the most current version of the PROCEDURES FOR EVALUATION OF FACULTY AT UH MĀNOA provided to all faculty at the beginning of an academic year.

These APC procedures are instituted at the School of Architecture in accordance with Article X of the UHPA Contract 2009-2015. These procedures shall be in effect for the Academic Year following approval until amended. Any amendment shall be in force for the following academic year. These procedures must be approved or amended through a majority vote of all the bargaining unit BU07 Faculty Members.

COMPOSITION OF ARCHITECTURE PERSONNEL COMMITTEE:

1. Members of the Architecture Personnel Committee shall be five elected tenured faculty members of the School of Architecture not on semester leave or sabbatical in the Academic Year. There must be at least five (5) tenured faculty members for the APC. Should the APC not have the required 5 members, a tenured full professor from another unit shall be appointed by the Dean in consultation with the APC chair from the previous academic year.

2. In the cases of a joint appointment faculty among more than one unit of the University, the selection and appointment of APC members for the review of joint appointment faculty shall be in accordance with the Memorandum of Understanding between the two units for each joint appointment faculty.
3. The Dean, Associate Dean, Assistant Dean are excluded as members of the Architecture Personnel Committee.
4. During the last week of August of the Academic Year, the call to the tenured faculty will be conducted by the previous year's APC chair to determine those who will serve on the APC for that academic year. Any faculty applying for tenure or promotion shall notify the APC Chair at this time.
5. An election of the Chair and the Vice chair of the APC for the Academic Year shall occur at the first meeting, which shall be called by the previous year's chair. This vote shall be by secret written ballot including all the names of the tenured faculty agreeing to serve on the APC for the Academic Year. The previous year's APC Chair shall read these ballots with one other member of the APC. The highest number of votes shall be the Chair and the second highest number of votes shall be the Vice Chair, who will act in the absence of the Chair.
6. Any tenured faculty member applying for promotion shall not be a member of the Architecture Personnel Committee for the Academic year of application for promotion.
7. APC members of I4 and I5 may vote on the application for tenure and promotion of I3 members or tenure of I4 members. For promotion to I5 only I5 members shall vote on the promotion to I5. If there are fewer than five members at I5 then the Dean shall appoint an appropriate number of I5 faculty to the APC from another UHM unit to make I5 faculty to review the promotion to I5 faculty.
8. The Officers of the APC and the APC Members for the academic year shall be announced to the School.

PREPARATION AND SUBMITTAL OF DOSSIERS BY THE TENURE AND PROMOTION

CANDIDATES

1. The candidate prepares and submits the dossier on time according to the timetable established by the Chancellor's office.

2. The candidate may include a “supporting materials box” which must be submitted at the time of application according to the established University timetable. The dossier shall list any items to be found in the “supporting materials box”.
3. The candidate must complete the application in the format required by the “Criteria and Guidelines for Tenure/Promotion Application” as published by the Vice Chancellor’s office for the Academic Year of application.
4. In addition to the dossier, the candidate shall provide, at the time of application, a current Curriculum Vitae and a documentation of scholarship file that describes in detail the applicant’s research/creativity during the specific period for the intended action (tenure and promotion, or promotion). This file and CV shall be the material sent to the external reviewers.
5. For Promotion Candidates Only: Should there be a substantial change in the promotion criteria in the year of application, the candidate shall have the option of being considered under the criteria contained in the guidelines distributed in the preceding year.
6. Once the dossier is submitted, the candidate shall not discuss the Tenure & Promotion application or process with any member of the APC.

THE EXTERNAL REVIEWERS

1. External reviewers are solicited by the APC and the Dean to obtain an opinion about the scholarly contributions which the candidate has made and not to determine whether or not the candidate would receive tenure/promotion at another institution.
2. The majority of external reviewers, should be academic and from a peer research university and at, or above the rank aspired to by the candidate. External reviewers should be professionally capable to assess the candidate’s work objectively and comment on its significance in the discipline. This list cannot include faculty at the University of Hawai‘i.
3. The candidate provides in writing five names and addresses of respected persons in related fields to the candidate to act as possible external reviewers. Candidates should not contact possible external evaluators. The candidate must list the candidate’s relationship to these scholars who must be able to provide an objective review of the candidate.
4. The APC and the Dean shall provide a list of five names and addresses of respected persons in the field of the candidate as potential external reviewers of the candidate.

5. The APC shall develop a final list of potential external reviewers in the field of the candidate from the lists provided.
6. An effort shall be made to include a similar number of final accepted external reviewers from each list but this is not guaranteed. A record shall be kept of all potential external reviewers contacted and their response.
7. The Dean in consultation with the APC chair shall contact potential external reviewers to determine their interest in providing an evaluation of the candidate. This letter shall include the provided CV of the candidate. The same request letter shall be sent to each potential external reviewer and a copy provided of the letter and the response for the candidate's file.
8. The Dean in consultation with the APC Chair shall send the documentation of scholarship file prepared by the candidate to the external reviewers who have accepted the invitation for review. The letter shall request the review and a completion time of that review.
9. The external reviewers and their reviews received shall be confidential and shall be kept by the Dean but are available to the members of the APC for review. No additional copies shall be made of these reviews for the APC.
10. After the tenure and promotion process is completed by the Board of Regents, the chair of the APC shall send a brief letter to each of the external reviewers thanking them once again for their efforts on behalf of the School of Architecture and the University of Hawaii at Manoa.

THE APC ASSESSMENT OF THE CANDIDATE

1. The APC will make a written assessment of the strengths and weaknesses of the candidate in the areas of teaching, research, and service using the current School Tenure and Promotion criteria. In the case of tenure, this shall also include the future value of the candidate to the program. The APC shall assess the candidate using the information presented in the submitted dossier of the candidate and supporting materials box, discussions of the APC, teaching as noted in #2, additional items as noted in #3, and the external review letters.
2. The APC shall review the teaching for each course taught by the candidate since the last review for tenure or promotion to gain insight into the candidate's teaching effectiveness. This teaching review includes reviewing course handouts (syllabus,

assignments, etc), required ecafe teaching evaluations, visiting courses taught by the applicant, and reviewing student work. Also taken into account shall be the workload policy with regard to teaching load.

3. The APC shall not accept unsolicited information for inclusion in a tenure or promotion dossier. Once the APC has begun its review, no additional information will be included in the dossier. This does not apply to solicited external review letters.
4. The written recommendation of the APC shall include a final vote of all members of the Architecture Personnel Committee. This vote shall be a secret written vote of Yes, No or Abstain. A separate vote shall be taken on tenure and promotion if both are included in the same application for I5. Tenure and promotion to I4 shall be taken as one vote. The votes shall be placed in nameless envelopes, deposited in a closed box and tallied by the APC chair and another APC member at the same time. The actual vote count shall be written as part of the APC recommendation in the candidate's dossier.
5. The APC shall provide their written recommendations to the Dean by the date established in the Tenure & Promotion timetable of the Chancellor.
6. These procedures shall comply with the terms of the UHPA Contract, Board of Regents' policies, and administrative guidelines.
7. All meetings, writings, and discussions of the APC are strictly confidential. It is expected that all meetings of the APC will be collegial. If required, Robert's Rules of Order shall be used.
8. An APC member is responsible to recuse him/herself from discussions if there is a conflict with regard to a matter put forward to the APC. This member shall not vote on this matter.

REVIEW BY THE CANDIDATE

1. The Candidate may review the APC written recommendation and the Dean's written recommendation, which comprise the School's recommendation after both have been written and are considered complete. A "Notice of Review by the Candidate" will be written to the candidate by the Dean's office. The confidential letters may not be reviewed. The candidate has five days from the "Notice of Review by the

Candidate” from the Dean’s office to provide any additional written information to the APC and the Dean. These additional pages shall be bound into the dossier and clearly marked “Rebuttal” documents.

2. The APC and the Dean have five days to revise any written recommendation if they so desire but this is not required. All review shall occur within the calendar provided by the University.
3. Additional procedures for negative recommendations are provided in the Tenure & Promotion Guidelines issued by the Office of the Vice Chancellor for Academic Affairs.

AMENDMENT TO THE APC PROCEDURES

1. Amendments to APC procedures may be recommended from time to time at the discretion of the Architecture Personnel Committee.
2. Written APC procedures and any amended procedures (in accordance with UHPA Agreement XD) shall be submitted through the Dean to the appropriate Chancellor and the union for approval. Implementation shall be in the next academic year following approval.
3. The amended APC Procedures shall be sent through the Dean to the appropriate Chancellor and the UHPA for review and approval.
4. The approved amended procedures shall be filed with the Dean, the Chancellor, the UHPA.