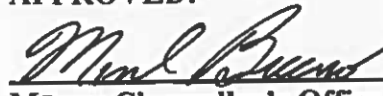


APPROVED:


Mānoa Chancellor's Office

9/28/17
Date

Criteria for Promotion & Tenure; Periodic Review
Department of Communicology

PROCESS & CRITERIA FOR PERIODIC REVIEW OF TENURED FACULTY DEPARTMENT OF COMMUNICOLOGY

Approximately every 5 years, tenured faculty members are to be reviewed. The Department Chair will oversee the 5-year periodic review of tenured faculty according to the current UHM schedule and procedures for 5-year reviews. Review processes remain constant for Associate Professors and Full Professors, but criteria for review differs for these two ranks. The following looks to the most current *Procedures for Evaluation of Faculty at UH Mānoa* for guidance.

I. Criteria for Review

The criteria for the periodic review of a faculty member's performance are consistent with the criteria for promotion to the rank that the faculty member holds. That is, the review of an Associate Professor (or a Full Professor) will employ criteria consistent with the criteria considered when evaluating the faculty member for promotion to Associate Professor (or Full Professor). An Associate Professor (or Full Professor) subjected to periodic review will be expected to demonstrate the maintenance of performance standards in research, teaching, and service that warranted the promotion to Associate Professor (or Full Professor). The current *Departmental Criteria for Promotion and Tenure*, the *2015-2017 UHPA-BOR Contract*, and the *Executive Policy - Classification of Faculty - E5.221* will be consulted for guidance.

It is also understood, however, that with longevity in a department comes an increasing expectation of leadership, within the department, the university, and the discipline. As such, it is understood that a faculty member's continuing value to the department can (and probably will) manifest in ways different from the performance that led to promotion to Associate Professor or Full Professor. The balance of research, teaching, and service that gave rise to a faculty member's promotion to Associate Professor or Full Professor may shift in ways that reflect that faculty member's evolving leadership and contributions to the department's mission.

II. Procedures for Review

- A. The Department Chair will notify the faculty member due for periodic review of his/her review status by September 1st of the Fall semester in which the faculty member is to be reviewed.
- B. By December 1st, the faculty member due for periodic review will prepare and submit an academic profile to the Department Chair that will include:

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- (1) An up-to-date curriculum vitae with accomplishments highlighted since the most recent promotion or review and (2) a narrative review detailing (where relevant) accomplishments and contributions to the department, the university, the discipline, and the community, specifically summarizing appropriate teaching, research, and other professional service activities during the period of review. Supporting materials (e.g., summaries of teaching evaluations) may be included.
- C. By February 1st of the following year, the Department Chair will write a review of the faculty member detailing how the faculty member is (or is not) contributing in a manner consistent with expectations for that faculty member's current rank.
- D. Should the Department Chair identify deficiencies in the faculty member's performance, remedial processes detailed in *most current Procedures for Evaluation of Faculty at UH Mānoa* will be followed.