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University of Hawai'i
College of Education
Department Of Curriculum Studies

**PERSONNEL POLICIES AND PROCEDURES FOR
CONTRACT RENEWAL, TENURE AND PROMOTION**

**Section I
Department Personnel Procedures**

GENERAL STATEMENT

The procedures and policies set forth in this document are designed to ensure that all faculty are treated fairly in matters dealing with contract renewal, tenure and promotion. It is understood that all policies and procedures must be consistent with University tenure and promotion policies, Mānoa procedures and the University of Hawai'i Professional Assembly collective bargaining agreement.

The current minimum requirements for departmental procedures are that they shall provide for (a) secret ballot voting at all final votes, (b) strict exclusion from voting of any individual who is not a tenured bargaining unit 07 member over tenure or contract renewal of another faculty member; and (c) allowing only faculty members of equal or higher rank than the applicant to vote on applications for promotions to a particular rank; and (d) procedures for orderly review of dossiers at the Department level.

A. Guidelines for the Operations of the Department Personnel Committee (DPC)

1. Eligibility

- a. All tenured faculty are eligible for membership on the DPC. Tenured faculty members under consideration for promotion may not serve on the Committee.
- b. The Department Chair is not eligible for membership on the DPC.

2. Composition of the DPC

- a. The DPC will be composed of five tenured full professors/specialists elected by a vote of the tenured and tenure-track faculty. Four members will be from the Department of Curriculum Studies. If four full professors or specialists are not available, the Dean in consultation with the Department Chair will select full professors/specialists from other departments in the College.

An external tenured professor or specialist from within the university who is a member of bargaining unit 7 shall be invited to serve as a fifth member. Consistent with other policies and practices here articulated, this person will have full discussion and voting rights on all actions. As part of

the voting procedure for the DPC, faculty will nominate possible external members. The Chair will send the list of external nominees to each faculty member in the form of a secret ballot. The Chair and one other faculty member will count the votes. The Chair will contact nominees in rank order until one agrees to serve.

Each faculty member applying for tenure and/or promotion may select a maximum of 3 people with appropriate expertise to serve as consultants to the DPC. The list of names must be submitted to the Department Chair at least two weeks before deliberations begin. Consultants will be contacted as needed by the DPC and will not join committee deliberations or vote on personnel actions. Any individual invited by a candidate to serve as a consultant will show expertise by submitting a curriculum vitae to the DPC for approval.

- b. Members will be elected by secret ballot and will elect a chair in the spring semester or start of the fall semester. The first meeting of each academic year is to be held in a timely manner. The Department Chair will be responsible for holding elections and convening the first meeting of the DPC. The outgoing DPC Chair (or designee) will count the ballots.
- c. The Chair of the DPC will be elected by the membership of the DPC from among the members of the Committee.
- d. Service on the DPC is a faculty obligation. Faculty members may, under circumstances such as illness or family emergency, seek permission from the Department Chair to have their names removed from the list of those eligible for election. A request from a faculty member who has served the previous three or more DPC terms will also be considered if there are enough faculty members at the same rank who can serve. Such permission must be sought in writing.
- e. Per Article XII, G, 2, j, faculty members participating in all Personnel Committees have the responsibility for avoiding conflicts of roles by recusing themselves from the process when such conflicts exist.
- f. Department or Division Chairs, and other bargaining unit members serving in similar capacities, such as those with the title of Director, shall not participate by voice, vote, presence, or in any other form of communication in the deliberations of the DPC over individual tenure and promotion applications.

3. Term of Office

- a. Members of the DPC will be elected for one year. Members may be elected to subsequent terms of service on the Committee.
- b. The DPC Chair will be elected for one full year and may also serve successive terms if so elected.

4. Replacement of DPC Members

- a. The department faculty member receiving the fifth highest number of votes will be the alternate DPC member. The alternate will serve as described below and in other circumstances as needed.
 - b. An applicant for personnel action may ask the Department Chair to replace one member of the DPC with the alternate when his/her case is under consideration. The alternate will substitute for the replaced member in all discussion and voting regarding the candidate who requested the change. This request must be made in writing to the DC by October 1.
5. General Obligations of the Departmental Personnel Committee
- a. The DPC will provide a written assessment of the strengths and weaknesses of each applicant. Recommendations for the personnel action will be based upon these assessments. The application will be judged according to the Criteria outlined in Section II of this document.
6. Responsibilities of Department Chair and DPC Members Regarding Personnel Actions
- a. The Department Chair is responsible for ensuring that new faculty members receive a copy of the Personnel Policies and Procedures for Contract Renewal, Tenure and Promotion within the first two weeks of employment. The Department Chair shall provide all relevant documents relating to contract renewal, tenure and promotion to new faculty and applicants as soon as they are available.
 - b. Deliberations and actions of the DPC relating to specific faculty personnel actions shall be confidential. Committee members are under an obligation to preserve this confidentiality.
 - c. DPC members are expected to be thoroughly familiar with Department, Mānoa, and University policies and procedures relating to contract renewal, tenure and promotion.
 - d. The Department Chair will convene the initial meeting of the DPC, but leave before the meeting begins. At this meeting, the Committee will elect a Chair (see 2 b. above) and assign a Committee Liaison to each faculty member who is being considered for a personnel action such as tenure, promotion, or contract renewal. Applicants will be informed of the names of their liaisons by the DPC Chair.
 - e. The Liaison will act as the principal source of communication between the applicant and DPC until such time as the DPC completes its written recommendation.
 - f. The DPC Liaison is responsible for informing the applicant of requirements, procedures and deadlines pertaining to the personnel action under consideration.

- g. It is the responsibility of the DPC Chair to meet with each applicant at the conclusion of the DPC deliberations in respect of that applicant, and to provide each applicant with a copy of the written evaluation and recommendation of the DPC, including the outcome of the DPC vote. The applicant is required to sign an acknowledgment that these steps have been taken.
- h. Each applicant meets with the Department Chair to discuss the Department Chair's assessment and recommendation, and signs an acknowledgment that this meeting has occurred.

B. Guidelines for Dealing with Contract Renewal Applications

1. The Department Chair and DPC responsibilities with regard to contract renewal applications
 - a. The reappointment recommendation form for each contract renewal applicant is initiated by the Department Chair, who then passes it to the DPC Chair.
 - b. The DPC Committee assesses each applicant's contributions in (1) the areas of teaching, research and service for Instructional (I) faculty, or (2) the specifics of the job description for Specialist (S) faculty, and by majority vote recommends renewal or non-renewal of contract to the College Dean.
 - c. The DPC Chair then meets with the applicant to communicate the evaluation and recommendation of the DPC, obtains the applicant's signed acknowledgment, and returns the reappointment recommendation form to the Department Chair.
 - d. The Department Chair makes a written assessment of the applicant and includes a written recommendation for either renewal or non-renewal of contract. The Department Chair meets the applicant, communicates the Chair's assessment and recommendation and obtains the applicant's signature. The reappointment recommendation form is then forwarded to the College Dean.
2. Relevant Procedures
 - a. Tenure-track faculty in the second, fourth and each subsequent year of their probationary service are currently required to submit an application for contract renewal. The DPC and Department Chair are required to forward an evaluation and a recommendation for renewal or non-renewal to the Dean.
 - b. No recommendation for renewal or non-renewal is made in the case of tenure-track faculty in the first and third years of their probationary service. It is in such faculty members' interests, however, to seek a review under the three categories in B. 1 b. above. Should tenure-track faculty in this circumstance seek such a review both the DPC and the Department Chair will provide it without making any recommendation.

- c. In September of each year the Committee will meet with all contract renewal applicants to discuss application procedures and to communicate application deadlines.
- d. The Committee will meet to discuss each applicant's application and to compose a written evaluation of the applicant's teaching, scholarship, service and/or performance in relationship to his or her job description. The evaluation will provide details of the faculty member's performance in each of these areas.
- e. If it desires, the DPC will make a recommendation regarding the candidate's contract renewal. To make such a recommendation, each of the five members of the Committee will vote to either support or not support the application after an open discussion of the applicant's strengths and weaknesses. The vote will be by secret ballot.
- f. The Committee evaluation will include a recommendation for renewal or non-renewal of the applicant's contract. (See A. 6. above for details.)

C. Guidelines for Dealing with Tenure & Promotion Applications

The purpose of the DPC review of tenure and promotion applications is to read each applicant's document and other related materials (e.g., teaching evaluations, research papers, service records), assess the applicant's performance in the areas of teaching, scholarship and service (I faculty), and areas specific to their job description (S faculty). The DPC then provides a written assessment of the applicant providing details of strengths and weaknesses in each of the areas based on criteria outlined in Section II and/or criteria specified in the applicant's job description.

1. External reviews

- a. The Department's policy for external reviews must meet the most recent UHM Criteria and Guidelines For Faculty Tenure/Promotion Application.
- b. Departments are required to seek external evaluations of each applicant's work. Evaluators must hold the rank for which the applicant is applying or higher and be professionally capable to assess the applicant's work objectively and comment on its significance in the discipline.

The applicant must submit the name, rank and complete contact information of 5-10 respected scholars in the applicant's field, preferably from Research 1 institutions, who are not faculty at UH-Mānoa to the Department Chair by May 1. In circumstances where the applicant works in a field that is almost exclusive to the University of Hawai'i system, applicants may include qualified reviewers from the UH system. Since evaluators should be able to assess the applicant's work objectively, thesis/dissertation advisors may not serve as external reviewers. Applicants should not contact possible evaluators. Candidates are strongly encouraged to submit their external review packets to the Department Chair by June 1 to increase the likelihood of an adequate external reviewer pool.

The Department Chair will consult with the Chair of the DPC to add to the applicant's list 5-10 more names of other known scholars who can evaluate the applicant's work. It is the responsibility of the Department Chair to secure evaluations. The Department Chair should attempt to secure a nearly equal number of evaluations from the applicant and DC/DPC Chair lists. (See Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa.)

- c. The applicant may submit a digital external review packet to the Department Chair, and may be asked to submit paper copies if requested by reviewers. Submission in Spring or Summer is strongly encouraged, so reviewers have adequate time to write their assessments.

2. Evaluation of Applicant by the DPC

- a. Based on the dossier and supporting materials box or digital storage device submitted by the applicant and evaluations submitted by external reviewers, the Committee shall evaluate the applicant's documentation for tenure and/or promotion with a written evaluation and may append a recommendation if they so desire.
- b. All discussion within the DPC shall be kept confidential.

3. Voting

- a. DPC members shall vote by secret ballot to approve or deny the application.

4. Communicating the results of the vote

- a. The DPC Chair will communicate the results of the vote (including the number of positive and negative votes) to the applicant.
- b. A written summary of the Committee's judgment will be shown to the applicant by the DPC Chair and attached to the applicant's documents
- c. The DPC Chair will seek an acknowledgment by signature from the applicant that the procedures in 4.a. and 4.b. have been followed.
- d. A copy of the written assessment and the results of the vote shall be sent to the Department Chair.
- e. The Department Chair makes an independent assessment of the applicant's documents and appends the assessment, which includes a recommendation, to the applicant's document. The Department Chair communicates the assessment to the applicant and seeks an acknowledgment by signature that these procedures have been followed.
- f. The Department Chair then forwards the application documents and appended recommendations and summaries from the DPC and the Chair to the Dean.

D. Guidelines to Applicants for the Preparation of Personnel Documents

1. General
 - a. It is the responsibility of the applicant to make him/herself familiar with these guidelines.
 - b. Applicants must submit their application by the announced deadlines. A memo notifying eligible faculty of the deadlines for submission will be sent to faculty from the Dean via the Department Chair.
 - c. Applicants are strongly advised to attend the University Informational Meetings in the years in which they are applying for personnel action.
2. Contract Renewal
 - a. In the first and third years of their probationary period in the Department, tenure-track faculty may submit a report of their teaching, scholarship and service for review by the DPC and Department Chair. In the first year, student evaluations and peer reviews are not needed because the deadline for applications is prior to the end of the first semester. In the third year the report should represent an applicant's cumulative record of teaching, scholarship and service activities. The reviews made by the DPC and the Department Chair will not contain recommendations and should be discussed with applicants.
 - b. In the second, fourth and subsequent years, applications for contract renewal will represent cumulative record of the applicant's teaching, scholarship and service activities. The aim should be to develop a dossier that can eventually be used for tenure and promotion applications.
3. Tenure and Promotion Applicants
 - a. As per section C. 1. B. above, applicants are responsible for supplying the name, rank, address, email and telephone number of 5-10 potential external reviewers to the Department Chair by May 1 of the year of application. The applicant should not contact the people on this list.
 - b. Applicants are encouraged to prepare and submit their documents well in advance of University deadlines. The DPC will only consider timely, completed applications.

Section II
Criteria for Personnel Actions
GENERAL STATEMENT

The Instructional (I) faculty applicant will be evaluated in each of the following areas described below: Teaching, Scholarship, and Service. The Specialist (S) faculty applicant will be evaluated in terms of his/her job description and University of Hawai'i at Mānoa criteria for tenure and or promotion for Specialists.

A. Teaching

1. Definitions and procedures
 - a. The Department regards the quality of an applicant's teaching as a major indicator of his/her contribution to the mission of the Department, College, and University.
 - b. It is the applicant's responsibility to document his/her teaching effectiveness.
 - c. The Department encourages multiple forms of evaluation of teaching. Supporting evidence may include: the applicant's reflection on his/her teaching philosophy, pedagogic practices and their effectiveness; student evaluations; peer observations of the applicant's teaching; course materials, and descriptions of other contributions to the teaching mission of the college in the form of new courses and programs. These materials can become the basis of a portfolio that provides a developmental record and assessment of the applicant's growth and the quality of his/her teaching.
2. Evaluations
 - a. Members of faculty have a responsibility to show that they are seeking and using evaluations from students for all sections of courses taught.
 - b. Applicants should use forms of evaluation that both assist the applicant in improving instruction and documenting teaching effectiveness. The applicant will provide a rationale for his/her choice of evaluation instrument.
 - c. Non-tenured faculty shall submit a copy of their course evaluations to the Department Chair directly following each semester.
3. Teaching Materials
 - a. Applicants will provide members of the DPC with the following materials:
 - i. List of courses taught each year (including summer school) and enrollment data
 - ii. Syllabi for all courses taught
 - iii. Summaries of all course evaluations, with all evaluation forms or raw data available

- iv. Statement on how courses contribute to programmatic and instructional outcomes
- v. Contributions to the curriculum

B. Scholarly Activities

The faculty member must have demonstrated a level of scholarly achievement appropriate to the rank at which tenure and/or promotion is sought in comparison with peers active in the same discipline. The comparison peer group consists not only of departmental colleagues, but also of the whole of the appropriate community of scholars active at major research universities. For the Assistant Professor seeking tenure as an Associate Professor, the applicant should be well on the way to becoming an established scholar in his or her discipline. The Associate Professor seeking tenure should be an established scholar whose scholarly contributions and recognition during the probation period reflect this stature. The full Professor must be among the leaders in the scholarly discipline. In general, publication in a form that involves review by independent referees is of first importance in establishing scholarly achievement. Other means by which scholarly and creative contributions to the discipline are reviewed, utilized and evaluated by peers outside the University are also important. A more detailed listing of the criteria that will be used at each rank may be found in the promotion criteria and the statement of minimum qualifications. (See Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa.)

Some areas of scholarly achievement relevant to the Department's discipline are:

- site-based research (within and beyond schools)
- evaluation research
- social/cultural/historical/policy research
- funded grants
- exhibitions related to the faculty member's area of expertise and supporting Curriculum Studies' mission/vision

Research articles in peer-reviewed journals are most highly valued, particularly journals with high ranking and/or low acceptance rates. We also value other quality publications that have impact on our field (e.g., local journals, Hawaiian language newspapers). Publications in practitioner-oriented journals (e.g., Reading Teacher) are also important contributions. In all cases, the candidate should describe the significance of the publication and provide evidence.

Collaborative research among university faculty and school personnel is highly valued by the Department. The convention of our field is the first name identifies the author who has contributed most to the work. In cases where the convention is not followed, distribution should be noted within the document. (See Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa.)

Individual and collaborative grants are highly valued, particularly grants that (a) involve partnerships with other agencies, (b) seek to improve schools, and/or (c) provide students with tuition support. Grants are also judged by areas of need addressed, number of people impacted, and dollar amount. Unsuccessful grants may be listed, since the application process shows effort in this area.

The applicant is responsible to document and make the case for the quality and impact of his/her scholarship.

C. Service

Service is defined as participation in the academic affairs of the Department, College and University; general education community; and the profession in general. Such efforts, which employ professional competence for the benefit of the Institution, the good of the community and/or the advancement of the profession will be considered as support for both promotion and tenure. The Department regards the quality of an applicant's service as an important indicator of his/her contribution to the mission of the department, college, university, schools, community and profession. (See Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa.)

Note: Italicized text is from Criteria and Guidelines for Faculty Tenure/Promotion Application.

Section III

Periodic Review of Tenured Faculty

A. Expectations

Eligible faculty will be evaluated according to the annually revised document *Procedures for Evaluation of Faculty at UH Mānoa*, following College policies and procedures. Faculty are expected to continue to meet UH and Department criteria at the appropriate rank.

B. Procedures

For review, faculty must submit a current curriculum vita with up-to-date teaching, research, and service sections. In addition, they must submit a 1-3 page summary with a statement of teaching goals, self-evaluation, and evidence as well as an overview of accomplishments in research and service for the evaluation period. The CV and Periodic Review Summary will serve as the "academic profile."

It should be noted that the CS department has both instructional (I) faculty and specialist (S) faculty among its tenured personnel. In general the broad guidelines below apply to I faculty. For specialist faculty, expectations vary depending on job description and supervisor assignments. Specialist endeavors are categorized as Professional Activity, Scholarly Activity, and Educational Service. Some may not teach or do research. Specialist faculty should attach a brief description of responsibilities to their evaluation document and address areas appropriate to their position.

Section IV

Procedures for Recommending Department Chair

In the final year of the current Chair's term, the DPC Chair will solicit nominations from all tenure-track faculty in the Department. It is the responsibility of the person nominating to ensure that the nominee agrees; faculty may self-nominate or decline the nomination.

The DPC Chair creates a ballot (if necessary), conducts the vote, and counts the ballots. All bargaining unit faculty members are eligible to vote; voting is by secret ballot.

By the end of Spring semester, or in the timeframe specified by the COE Dean's office, the name of the person with the most votes is submitted as a recommendation to the Dean of the College of Education, who will then appoint the Chair of the Department of Curriculum Studies.

Section V

Review of Personnel Policies

Personnel Policies and Procedures for Contract Renewal, Tenure and Promotion shall be reviewed yearly by tenure-track faculty present at an announced faculty meeting, facilitated by the Department Chair.

The Department Chair shall submit the revised document to the UHM Chancellor and UHPA through the COE Dean. On receiving notice of approval the Department Chair will be responsible for providing copies of the revised Personnel Policies and Procedures for Contract Renewal, Tenure and Promotion to all faculty within a reasonable time of its revision.