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Mānoa Chancellor's Office

Date

**UNIVERSITY OF HAWAII AT MANOA  
DEPARTMENT OF URBAN AND REGIONAL PLANNING**

**PRINCIPLES AND PROCEDURES FOR DEPARTMENT STRUCTURE,  
CONTRACT RENEWAL, PROMOTION, TENURE, AND PERIODIC REVIEW**

**1. PRINCIPLES**

The mission of the Department is to develop and disseminate knowledge and skills in the field of urban and regional planning. This is accomplished through research, teaching, professional practice, and service. In addition to the standard three criteria (teaching, research, and service) faculty should also be engaged in the area of professional practice. As an accredited professional degree program responsible for the education of practicing urban and regional planners, the Department expects that faculty are engaged in the practice of planning. The criteria for review of faculty provided in this document reflect performance expectations of the Department and supplement the general criteria provided by the University of Hawaii. Each faculty member will receive copies of department, college, university and BOR criteria and guidelines.

The field of Urban and Regional Planning is an interdisciplinary field influenced by theoretical and technological developments, as well as political, economic and social changes. Planning is also a multidisciplinary field of inquiry and, as such, faculty may publish their work in planning journals or journals in related fields. Faculty are expected to educate planners to work in diverse settings, on complex problems, with people having different value systems. Faculty are expected to integrate new knowledge from research, professional practice, and service activities into teaching.

**2. DEPARTMENT STRUCTURE**

The Department Chair is selected based on (a) nominations of eligible tenured faculty by all faculty, (b) acceptance by nominees of candidacy, and (c) a vote of all faculty taken by anonymous ballot to select the primary candidate. The candidate who receives the majority vote will be recommended to the Dean of the College of Social Sciences to be the next Department Chair. The term is for three years renewable each year by the Dean of the College of Social Sciences.

The Departmental Personnel Committee (DPC) consists of all tenured faculty in the Department at the same or higher rank as the rank to which the faculty applicant is applying. All votes are by anonymous ballot. Untenured faculty, joint faculty with tenure in other departments and Department student representatives may be invited to participate in appropriate aspects of the DPC process. The Chair of the DPC is elected by a majority vote of its members and coordinates their work.

Department procedures allow only tenured faculty members of equal or higher rank of the applicant to vote on applications for tenure, promotion and contract renewal. The determination of the DPC's recommendation to the Department Chair shall be based on a majority vote of all DPC members.

Upon hire, a new faculty member will receive the most recent departmental Principles and Procedures and will subsequently be given any updated versions.

### **3. DEPARTMENTAL PROCEDURES FOR TENURE AND PROMOTION**

The evaluation of the application is organized around the categories of instruction, research, professional practice, and service. The record and performance of the applicant are analyzed utilizing the criteria and procedures for tenure and/or promotion that appear in the Criteria and Guidelines for Tenure/Promotion Application – University of Hawaii at Manoa of the year in which the application is being considered and the DURP Principles and Procedures contained in this document.

DPC members will:

- (i) Meet with the applicant and the Department Chair at the applicant's request for a preliminary review of the criteria and evidence;
- (ii) Review the applicant's dossier including his/her curriculum vitae;
- (iii) Read the letters submitted by outside referees solicited by the DPC, as well as unsolicited letters. The applicant will be given the opportunity to comment on any unsolicited information. Once the DPC begins its review, no unsolicited information will be included in the dossier;
- (iv) Review the student evaluations covering the courses taught and advising given by the applicant;
- (v) Review selected articles from the applicant's bibliography;
- (vi) Discuss materials submitted by the applicant and received by the DPC and prepare a summary of findings;
- (vii) Prepare a report that summarizes the findings of the DPC and its recommendations; and
- (viii) Take an anonymous vote and submit it along with the report to the Department Chair.

The DPC selects names of respected scholars and researchers in the field who are not at the University of Hawaii at Mānoa and who are qualified to evaluate the applicant's work. At the request of the DPC, the candidate submits a list of potential external reviewers. The DPC requests as many letters as necessary with the goal of receiving at least three letters from the candidate's list of reviewers and an equal number from the DPC's list. The DPC will include the two sets of received letters in a sealed envelope, which then becomes part of the dossier. The dossier will also include the candidate's curriculum vitae, a sample of his/her publications, and the letter sent to external evaluators.

The Department's student association is informed by the DPC that the applicant is being considered for tenure and/or promotion and is invited to assist in the process. The student association is responsible for contacting students.

### **CRITERIA FOR TENURE AND PROMOTION**

The Department criteria and guidelines for tenure and promotion conform to the most recent UH Criteria and Guidelines for Faculty Tenure/Promotion Application, and UHPA/UH Agreement in regards to promotion to assistant professor, associate

**professor, and full professor.**

**The Department criteria for promotion, tenure and contract renewal have been developed to encourage and sustain excellence in teaching, research, professional practice, and service. The Department values all four areas and candidates must provide evidence of significant accomplishments in all four areas. A candidate's statement is evaluated in terms of how well the relationships between teaching, research, professional practice and service are articulated.**

**The types of evidence for excellence in teaching, research, professional practice and service that will provide the basis for faculty judgment on tenure and promotion are outlined under each category of endeavor below. They distinguish by rank of promotion, including assistant, associate and full professor. In identifying the types of evidence for excellence we are indicating our departmental aspirations of faculty performance. Judgments are made on the basis that the candidate has balanced achievements across all four areas.**

#### **4a. Teaching**

**Since teaching is a central mission of the Department, excellence in teaching is an important part of the evaluation for tenure and promotion. Faculty members are expected to demonstrate a long-term commitment to the Department's educational program. Faculty members are expected to contribute to a vibrant, collegial, and supportive educational climate. Faculty members are expected to integrate research, professional practice and service into classroom learning activities. Evidence of excellence includes:**

- (i) Outstanding course evaluations, as measured by survey results that are on par or above the mean scores of the College of Social Sciences in major categories of teaching quality along with qualitative comments by students;**
- (ii) Outstanding peer evaluations, such as an evaluation conducted by the Center for Teaching Excellence;**
- (iii) Outstanding contributions to student advising and mentoring as measured by letters from student advisees;**
- (iv) Teaching awards;**
- (v) Innovative course development;**
- (vi) Successful collaboration in course development, teaching materials or technologies across disciplines; and**
- (vii) Integration of research, professional practice and service activities in teaching.**

**The Department uses the UH standard eCAFE system and has selected a series of questions for all courses taught in the Department. The Department allows faculty to add additional questions to the evaluation form.**

#### **4b. Research**

**Central to any graduate program is an emphasis on research. Faculty members are expected to develop, disseminate and apply knowledge in the field of urban and regional planning. As a professional field, urban and regional planning has need of development in both theoretical and applied areas of knowledge. The planning scholar accomplishes this**

through the publication of peer-reviewed journal articles, books, book chapters, and other notable publications. Faculty are evaluated in terms of the quality and quantity of their publications. Moreover, faculty members are expected to present papers at academic and professional meetings. They are expected to apply for research grants, and/or conduct unfunded, independent research. An emphasis on research will strengthen teaching and educational opportunities for students. Evidence of excellence in research includes:

- (i) Scholarly productivity, measured by an average of at least one peer-reviewed journal article or one book chapter per year, or a peer-reviewed or university press-published book during the review period;
- (ii) Scholarly recognition as identified by any number of the following:
  - Invited participation in local, national or international research meetings and conferences;
  - 
  - Professional planning and research reports;
  - 
  - Awards and honors;
  - 
  - Funded research;
  - 
  - Citations by others of one's published work;
  - 
  - Service as an editor, editorial board member, referee of a scholarly journal, or an academic publisher;
  - 
  - Membership on a committee or service as a consultant to a local, national, or international scientific society or reviewing body;
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  - Invitations to participate in symposia and workshops;
  - 
  - Consultations with other professionals, government agencies, community-based organizations, and/or non-profit organizations.
  -
- (iii) Competitive selection of papers for presentation at national or international conferences.

Both single authored and co-authored works are valued. The order of authorship is normally understood as the senior author first, unless in alphabetic order. The order of authorship is not necessarily important, as long as the applicant's contribution to the research is clear. The interdisciplinary nature of planning means that co-authorship with outside disciplines is valued, as well as joint-publications with students.

The quality of work is assessed in terms of the originality of ideas, research methods and planning applications and/or the extent of use and application of the work in the field of urban and regional planning. Journal articles and other publications meeting the required criteria are

expected to be peer-reviewed and published by a university or academic press. The quality of peer-reviewed journal articles should be assessed in part by the journal ranking within the planning field or by the impact factor.

#### **4c. Professional Practice**

As a professional field, faculty members in urban and regional planning are expected to engage in the practice of planning. The Department encourages the innovative application of planning knowledge to current and emerging issues. In their professional practice faculty have an opportunity to bring the latest research results to bear on contemporary issues and to demonstrate how planners should work with diverse constituencies to create organizational and community plans. Faculty are expected to be engaged in activities such as the direction of student-led practica, consultancies, plan-making activities, collaborative practice, and advocacy. Examples of evidence of excellence in professional practice include:

- (i) The preparation of innovative, creative, successful plans, studies, and reports including the editorial oversight of student-led practica;
- (ii) External recognition of innovative practice;
- (iii) Development of significant collaborations among agencies, non-profit organizations, and community groups;
- (iv) Significant professional planning assistance on major issues of community concern; and
- (v) Promoting public discourse on significant planning issues.

#### **4d. Service**

The Department values service to the University, community and profession. Faculty members are expected to serve on committees and assume administrative roles in the Department and in the University. Faculty are also expected to provide service to government agencies, community groups, non-profit organizations, and other entities outside of the University. Moreover, because planning is a profession, as well as a discipline, faculty members are expected to participate in professional organizations: for example, by serving on committees, boards and holding office. Evidence of excellence in service includes but is not limited to:

**Within the University, serving:**

- (i) As chair, director, or in an administrative post;
- (ii) As an active participant in the Faculty Senate and relevant University committees;
- (iii) On committees for other University departments; and/or
- (iv) As a member of a University Tenure, Promotion and Review Committee (TPRC).

**Within the Community, through:**

- (i) Appointment to city, state, national, or international boards, commissions, or task forces; and/or
- (ii) Providing pro-bono assistance to public agencies, non-profit organizations, and community groups.

**Within the Profession, through:**

- (i) Being an officer, committee chair, or board member of a professional association;
- (ii) Organizing major conferences, meetings, or forums; and/or
- (iii) Showing on-going commitment to professional education through the provision of workshops, seminars, and educational opportunities for planning practitioners.

## **5. DEPARTMENT PROCEDURES FOR CONTRACT RENEWAL AND PERIODIC REVIEW**

The timeline and guidelines for contract renewal are consistent with the most recent UH Criteria and Guidelines for Faculty Tenure/Promotion Application, and the UHPA/UH Agreement.

The timeline and guidelines for periodic review are consistent with the most recent Procedures and Timetable for Periodic Review of Tenured Faculty at Mānoa, and the UHPA/UH Agreement.

DPC members will:

- (i) Review the applicant's application materials including his/her (a) statement on research, teaching, service and professional practice, (b) curriculum vitae, (c) summary of teaching evaluations and (d) other relevant materials;
- (ii) Discuss application materials submitted by the applicant and received by the DPC and prepare a summary of findings;
- (iii) After completion of the report, the DPC will take an anonymous vote and submit to the Department Chair a letter that summarizes both the findings and final recommendation.

The Department Chair will forward the applicant's submitted contract renewal application to the Dean of the College of Social Sciences, together with letters that respectively will disclose the DPC's and Chair's independent recommendations.

### **5a. Criteria for Contract Renewal**

The criteria for contract renewal are similar to that of promotion and tenure, accounting for the actual time period that faculty are in their positions prior to contract renewal. If the faculty has only been in the post for one full academic year at the time of review for contract renewal, the faculty is expected to have at least one article submitted for peer-reviewed publication, preferably with comments from the journal, rather than an accepted article. The department acknowledges that community-engaged research, publications, and professional practice can take time to establish at the initial stage.

For the position of Acting Assistant Professor, the Department expects that a

**faculty who has been hired all but dissertation (ABD) will complete the dissertation within one year of hire, unless there are extenuating circumstances. During this year, no other peer-reviewed publications are required until the doctoral degree is awarded and the faculty moves to the Assistant Professor position. The candidate should also be making progress in the areas of teaching, service and professional practice as described in the criteria for promotion and tenure.**

**For the position of Assistant or Associate Professor without tenure, the Department expects faculty to meet the criteria in the areas of research, teaching, service and professional practice accounting for the actual length of time that a faculty member has been in the post.**

**5b. Criteria for Periodic Review**

**Review areas include Teaching, Research/Scholarly Activities, Service and Professional Practice appropriate to the faculty rank. Post-tenure activities are expected to vary between faculty members in terms of the amount of effort devoted to each. Therefore, exceptional achievement in one area can compensate for less activity in another, though productivity is expected in all areas.**