

APPROVED:

James D. Kanda
UHPA

6/1/2016

Date

DPC Handbook

Personnel Policy and Procedures

Department of East Asian Languages and Literatures

Rev. 5/8/2016

APPROVED:

Trishana Harburt
Mānoa Chancellor's Office

6/7/16

Date

Preface: This document constitutes the faculty personnel policy and procedures of the Department of East Asian Languages and Literatures. The objectives of the policy are to articulate the professional standards of the Department in matters of hiring, periodic reviews and promotion; to protect the interests of the Department and of faculty members during personnel actions; and to spell out the terms of departmental governance in matters relating to faculty personnel. The provisions specified herein are subject to relevant policies and procedures of the University and of the College of Languages, Linguistics & Literature as well as contractual agreements between the Board of Regents and the University of Hawaii Professional Assembly.

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Part I – Selection and Composition of the DPC

All tenured members of the Department of I-4 rank and above are automatically members of the Department Personnel Committee. Newly-tenured faculty will join the DPC when their tenure takes effect (normally July 1st). The Department Chair is excluded from the DPC's deliberations on contract renewals and tenure and promotion actions, but may participate in hiring decisions and in writing and revising procedures for the DPC.

The Department Chair will convene a DPC meeting in early May, at which time the committee will elect a DPC Chair, who shall serve for one year. The outgoing DPC Chair may be re-elected for up to two more years.

Part II – Duties of the DPC

The DPC will oversee the following:

- a. Contract renewals for Probationary faculty
- b. Contract renewals for Limited-Term Appointment (LTA) faculty
- c. Tenure and Promotion actions
- d. New Hires

Part III – Procedures of the DPC

I. Contract renewals for probationary faculty

A. In the Fall, the College sends the department a list of probationary faculty slated for renewal. Once confirmed by the department, this list will be forwarded to the DPC Chair.

B. DPC Chair solicits the following information from the candidates

1. Current CV
2. Brief statement of endeavors, covering research, teaching, and service (updated since the previous review)
3. Copies of any publications published since last personnel action
4. List of courses taught since last personnel action, and student evaluations for each
5. Center for Teaching Excellence (CTE) observations, if any, and peer observations
6. Any other documents that a candidate feels may be useful in evaluating their performance

C. DPC Chair appoints an appropriate sub-committee of three members, chosen for their familiarity with the candidate's field or work in general, and informs the committee of the whole.

1. The sub-committee divides the task of evaluating the three areas – research, teaching, service.
2. The sub-committee works with the candidate to arrange two class observations (for which the sub-committee may turn to other DPC members if necessary).
3. The sub-committee prepares a report and presents it to the full DPC.
4. The remaining DPC members should not rely solely on the sub-committee report. All DPC members are responsible for familiarizing themselves with the candidates' information.

D. The DPC discusses the sub-committee report at a meeting, and conducts a secret vote recommending for or against renewal.

E. The DPC Chair prepares a report of the voting results and a narrative addressing the three areas. This report may be adapted from the sub-committee report.

F. The DPC Chair provides the Department Chair a copy of the report.

G. The Department Chair prepares a separate evaluation and recommendation, sharing a copy with the DPC.

H. The two reports (DPC and Department Chair) are attached to the "Probationary Faculty: Annual Evaluation Contract Renewal Recommendation," (Attachment A on OVCAA website on Tenure, Promotion, and Contract Renewal), which the candidate is required to sign. The candidate is given a copy, and an opportunity to respond to the two assessment reports if s/he wishes. Then the form, the DPC and Chair's assessments, and the candidate's response, if any, are forwarded to the Dean.

I. The Department Chair and candidate are encouraged to discuss the results of the renewal evaluation process after the paperwork has been forwarded to the college.

II. Contract renewal for limited term appointment (LTA) faculty

- A. The Department Chair provides the DPC with a list of Limited-term Appointment faculty members who need to be reviewed.
- B. The DPC Chair solicits information from the candidate(s) as prescribed by each section
- C. Each section will develop a set of written procedures for the evaluation of limited term faculty, consistent with the following principles:
 - 1. Reviewers must be at least one rank higher than those reviewed.
 - 2. Reviewers may come from the DPC, or may include probationary faculty, consistent with Point 1.
 - 3. The review procedures are subject to DPC review and approval.
 - 4. The results of contract renewal reviews will be reported to the DPC for endorsement.
- D. The DPC Chair prepares a report of the voting results and a narrative addressing the areas of service and teaching (mentioning research output if reported by the candidate). This report may be adapted from the section's report.
- E. The DPC Chair provides the Department Chair a copy of the report.
- F. The Department Chair prepares a separate evaluation and recommendation, sharing a copy with the DPC.
- G. The two reports (DPC and Department Chair) are attached to the "Faculty on Limited-Term Appointments: Evaluation and Recommendations" form (Attachment B on OVCAA website on Tenure, Promotion and Contract Renewal), which the candidate is required to read and sign. The candidate is given a copy, and an opportunity to respond to the two assessment reports if s/he wishes. Then the form, the DPC and Chair's assessments, and the candidate's response, if any, are forwarded to the Dean.

III. Tenure and Promotion actions

- A. In anticipation of the College memo mentioned in Part C below, the DC sends out a memo towards the end of the preceding spring semester to all potential applicants to remind them that they should submit to the Department Chair the names of at least 6 external evaluators as early as possible.
 - 1. At that time, the applicant(s) may also, if they choose, submit the name(s) of no more than 2 scholars whom they would prefer the DPC **not** ask to be evaluators.
 - 2. At that time the applicant may also give the name of one (1) EALL faculty member (if any) whom they wish excluded from participation in the deliberation of their T/P case.
 - 3. At that time, the applicant should also submit an abbreviated form of their CV (2-4 pages), to be sent out when soliciting potential evaluators. The applicant should also prepare a file of major publications to be sent out when the evaluators have been determined.
 - 4. The goal is to begin soliciting external evaluators by early June, if possible.
- B. The DPC will independently select 6 or more external evaluators, not including names excluded by the applicant. See Appendix B "EALL, Tenure and Promotion cases / Process for soliciting external reviewers" for details on soliciting external evaluations.

The DC will consult with the DPC Chair in selecting names off of the two lists. Both applicant and DPC may be asked to submit more names if needed.

C. In the Fall, the College sends the department a memo listing the faculty who are due for tenure review. If any of the eligible candidates wishes to extend their probation, they must file a request by the deadline given in the above-mentioned memo.

D. If there are any candidates for tenure/promotion, and/or promotion, the Department Chair (DC) will inform the DPC Chair of their name(s), and give the DPC its charge for the AY and convey the deadline for the DPC's recommendation to the DC, allowing sufficient time for the DC to meet the Dean's deadline.

1. The DPC Chair will be provided with a copy of the LLL Dean's memo regarding Procedures and Timetable, as well as the current UHM Criteria and Guidelines for Tenure and Promotion." Other than that, and coordinating the solicitation of the external evaluations (see below, Section B), the DC must not be involved with the DPC's work (CBA, Article X.B, paragraph 5).

2. Administrative support for DPC work will be provided by the Assistant to the Chair (APT). Clerical support will be provided by the EALL office staff.

E. The DPC Chair shall ensure that the DPC members are all familiar with the following procedures:

1. Only DPC members of a rank equal to or greater than the rank being applied for may participate in the evaluation of a particular applicant.
2. If the applicant has also named one faculty member for exclusion, that faculty member may not participate in the discussions or vote on the case, and should also not have access to the confidential material.
3. The DPC may appoint a 3-person sub-committee made up of faculty familiar with the candidate's work, field, or discipline to review the details of a particular applicant and provide a report. This sub-committee's report is only advisory. All eligible DPC members should make themselves familiar with the dossier and external evaluations before voting on the case.

F. The DPC Chair shall give committee members copies of those criteria for tenure and promotion that apply to the applicant, and post them on the temporary Laulima site (see Part G, below). The DPC should go over these criteria as a group before beginning their review.

G. A temporary Laulima site dedicated to the Tenure/Promotion case may be set up to handle many of the documents (except as noted below). It will be open only to the staff member assigned to the task (normally, the Chair's assistant) and DPC members (unless the applicant has asked that a particular one not participate, in which case, that person will not have access to the Laulima site). The Department Chair will also not have access to this site.

H. Confidentiality of the External Review Process assumes the following conditions:

1. Within the Department, the letters from external reviewers are kept in a secure location and no copies are made by the DPC. Copies will not be posted on the temporary Laulima site. The letters must be checked out and read in a room

designated by the chair. They cannot be checked out and taken back to an individual office.

2. Only those reviewing the application for tenure/promotion are permitted to see the confidential letters.

3. No lists of the external referees are produced or included in the dossier, except the sealed list required by the OVCAA.

4. No names of referees are mentioned in the application dossier.

5. Reports of DPC, Department Chair, Dean, and TPRC make no reference by name or institution to a referee or indirectly identify a referee.

6. The letters themselves are kept separate from the body of the application in a sealed envelope. University procedures also specify that the envelope shall contain a copy of the letter sent to the external reviewers, a listing of the reviewers, their institutional and disciplinary affiliations, and whether they come from the applicant's list or the DPC's list.

7. All parties to the reviewing process are instructed in the requirements of confidentiality.

8. After the process, everything is forwarded to the Dean's office, which keeps one copy in a secure place. The department will not retain any confidential parts of any application.

I. If a sub-committee has been appointed to do a preliminary review, they shall post their findings on the temporary Laulima site. DPC members are expected to also review the dossier themselves. After any sub-committee reports have been posted, the DPC Chair will ascertain when the DPC has had a chance to review all materials, and will schedule a meeting to discuss the case. The applicant must be reviewed on the basis of BOR, College, and departmental criteria.

J. After the DPC members have had reasonable time to review the dossier and sub-committee report, the DPC meets and discusses the case, then takes a secret ballot to decide on a recommendation, if any. If the Committee decides to make a recommendation, the numerical results of the ballot must be reported to the Chair and recorded on the appropriate page of the tenure/promotion application.

K. The DPC Chair will complete a written statement that addresses strengths and weaknesses as discussed by the DPC, and will record the final vote (by secret ballot) and recommendation, if any. This statement shall be reviewed by the DPC before being added to the application. The applicant will be given a copy of the statement,

L. The Department Chair attaches a separate written report and recommendation. The applicant will be given a copy of the statement at that time. The Department Chair's report, which may be redacted if necessary, will also be shared with the DPC.

M. If the applicant wishes to withdraw the application at this point, s/he must discuss it with the Dean first, since withdrawing implies a request for an extension, which is at the dean's discretion.

IV. New Hires

A. Limited-Term Appointments (LTA)

1. Need will be determined by the relevant area section.

2. The Executive Committee will evaluate requests, and rank order if necessary.
3. The Department Chair will forward the request(s), with justification attached, to the Dean for consideration and approval.
4. Search Process
 - a) Applications will be solicited following standard university procedures for LTA hires.
 - b) The Department Chair in consultation with the DPC Chair and relevant section head, will appoint a 3-person review committee to consider applications. If possible, at least one member of this committee will be drawn from among faculty who actually teach the courses that the new hire will cover. (In the Japanese Section, this member should come from among the I-2 Japanese language Instructors.)
 - c) The Review Committee may conduct interviews as needed, but must follow EEO guidelines for all interviews.
 - d) The Review Committee will review the applications, take into account the interview results (if any), and make a ranked recommendation to the DPC of the candidates they deem to be acceptable for hire. Normally, the final recommendation list should have 1-3 names.
 - e) The DPC will make a final decision and forward it to the Department Chair.
 - f) The DC will then seek the Dean's approval to hire the finalist.

B. Tenure-track positions

1. Need and priority will be determined by the Executive Committee in consultation with the individual sections, and conveyed through the Department Chair to the Dean.
2. Search process:
 - a) Once a search is authorized, the Department Chair will, in consultation with the DPC Chair and the three Section heads, form a five-person Search Committee, which will select its own chair. The Search Committee may include I-3 faculty.
 - b) The Search Committee chair will work with the relevant section, and the Department Chair, to write a job description and draft a job advertisement.
 - c) The Department Chair will act as liaison between the Search Committee and the Dean's office in matters related to hiring, including the negotiations of contract terms with the Dean and successful candidates.
 - d) The Search Committee shall screen and evaluate applicants according to processes adopted by its members, but consistent with EEO guidelines.
 - (1) Even if tasks are delegated, all Search Committee members obligate themselves to read and evaluate the materials in each applicant's dossier—if they do not do so, they should remove themselves from the committee.

e) The Search Committee may choose to do preliminary interviews on Skype or at national meetings such as AAS. With or without preliminary interviews, the Search Committee will select up to three candidates for a comprehensive on-campus interview. (The number of interviewees and the type of interview may be modified by budgetary considerations.)

(1) An on-campus site visit should minimally include:

(a) A separate meeting with the Search Committee, a separate meeting with the DC, a separate meeting with the Dean, a meeting with members of the DPC, a meeting with graduate students, and a public presentation on his/her research.

(b) It may also include a sample classroom lesson/lecture, a meeting with the relevant area studies center in SPAS, or other units.

(c) As much as possible, the conditions of the site visits should be the same for all candidates.

(2) The Search Committee and DPC members must be familiar with EEO guidelines regarding appropriate questions for interviewees. Even with a larger DPC, confidentiality with regards to the contents of the discussion is still expected.

(3) The dossiers of the finalists will be made available to DPC members before the campus visits.

f) As soon as is convenient after the last interview, the Search Committee will solicit input from other stakeholders who are not members of the DPC, including students, faculty, and staff, as well as other interested members of the university committee. The Search Committee shall not consider any opinions submitted anonymously.

g) The Search Committee shall then meet and decide on their top candidates, normally no more than three names. The Search Committee will prepare a report for the DPC, outlining their top candidates, the ranking, and the justification. The Search Committee Chair shall also be responsible for filling out the EEO form after the search is complete.

h) The DPC will meet and discuss the Search Committee recommendation. The DPC may accept the recommendation, including the rank order; accept the recommendation but modify the rank order; and/or reject one or all of the candidates as unacceptable, but the decision to modify a Search Committee's recommendation should not be taken lightly. The Department Chair should attend this meeting as it is the only opportunity to get her/his input. The Department Chair and the members of the Search Committee may vote on the DPC's recommendation.

i) The DPC's final recommendation will be conveyed by the Department Chair to the Dean. The DC will work with the Dean to determine a salary

offer. If the final list contains more than one name, the first offer will go to the top-ranked candidate. If s/he declines, the Chair should go down the list in rank order. If no one from the DPC's final list is hired, the search is ended.

Part IV. Periodic Review of Faculty

- I. Periodic review of tenured faculty will be conducted in accordance with procedures established by the Office of the Vice-Chancellor for Academic Affairs, which change from time to time
- II. Current procedures are attached (rev. 2015)

Appendix A

EALL DPC T/P Best Practices Applicant's Steps:

Assuming the applicant has had a preliminary consultation with the Department Chair, and is familiar with the Collective Bargaining Agreement and UHM Tenure and Promotion Guidelines, here are the steps the applicant should take starting in May of the year s/he plans to apply for tenure/promotion.

1. Provide the Department Chair with a list of at least six potential external evaluators of your work. Please also provide information on their current institutional affiliation, and their contact information (particularly their e-mail address). It would be helpful if you provided info on where they are now (what university? what department?) and also an e-mail contact.

Please do not submit names that might pose a conflict of interest, such as one's dissertation adviser. A co-author might be acceptable if the DPC believes s/he can give an objective evaluation.

The Department Chair will also solicit a list of at least six names from the DPC, too, and will try to ensure a final total of six letters, equally divided between those from the applicant's list and those from the DPC list. Names that appear on both the applicant's list and the DPC's list should be counted against the applicant's list, since the goal is to ensure that half the evaluators are not ones that the applicant selected.

(See Appendix B for details on evaluation solicitation process.)

2. At the same time as #1, please provide an abbreviated CV (2-4 pages) that the department can send out when the initial e-mail request is made to potential external evaluators.

3. At the same time as #1, if the applicant chooses, s/he may provide the names of up to two people whom s/he wishes to exclude from the list of external evaluators.

4. At the same time as #1, likewise, the applicant may at this time also provide the name of one (1) EALL faculty member whom s/he wishes excluded from participation in the deliberation of his/her T/P case. This person will not have access to any materials, including the external evaluation letters, related to the case, will not participate in DPC discussions about the case, and will not vote on the case.

5. Within two weeks of #1, the applicant should put together a more complete dossier that the department can send (either in hard copy or electronic copy) to those who agree to assess the applicant. Keep in mind that the external evaluators are only looking at research and scholarship, not teaching and service. This dossier should include a complete CV, a book manuscript (if relevant) and/or copies of up to 5-6 of the applicant's publications, preferably from the applicant's probationary period.

Most external evaluators prefer electronic copies, and a “PDF Portfolio” is a good way to gather the CV and documents, add a table of contents, and save into a single document with sub-documents. It is also easy to print if a reviewer requests hard copy.

6. The actual tenure/promotion application may be downloaded from the website of the Office of the Vice-Chancellor for Academic Affairs. As of 7/2015 the link is:

http://manoa.hawaii.edu/ovcaa/faculty/tenure_promotion_contract_renewal/

Note that you must submit the original and seven (7) copies, made at your own expense. You may submit your application and copies either in a three-ring binder, or in a manila folder with two-prongs at the top of the page. If your application includes a large number of pages, the latter is easier to work with, both for you, and for the various readers of the application.

Appendix B

EALL, Tenure and Promotion cases
Process for soliciting external reviewers
Rev. October 5, 2015

1. In May, applicant(s) and DPC are asked, independently of each other, to generate lists of six names
2. The applicant(s) and the DPC submit their names to the Chair, and a spreadsheet will be prepared with potential evaluators' names, contact information, etc.
 - a. Overlap is acceptable, but in the end, if an evaluator is used who appears on both lists, s/he will be "counted against" the applicant's list, since the process should result in half the reviewers not nominated by the candidate.
 - b. In cases where both the candidate and the DPC list the same name, we will mark that name as "both" in the spreadsheet.
3. The Department Chair, in consultation with the DPC Chair, merges the two lists in alternating order, so as to contact an equal number of applicant and DPC choices in the first round of solicitation e-mails
4. The Chair asks each applicant to provide an abbreviated CV (2-4 pages) to attach to the preliminary e-mail solicitation, so potential reviewers can decide whether they are appropriate for the task
5. The Chair sends preliminary e-mail solicitations to the first three names on each list (see attached sample), attaching an abbreviated applicant CV to each. This e-mail also gives the potential evaluator a choice between hard copy or e-copy of applicants' materials if s/he agrees to provide the evaluation.
 - a. As replies come in, they are logged on a spreadsheet (i.e., who agrees to do a review, whether they want hard copy or e-copy, what their preferred contact information is, etc.)
 - b. For each rejection, the Chair then sends an e-mail solicitation to another name on the list, keeping in mind the need to balance applicant and DPC names in the final outcome.
6. In the meantime, the Chair asks each applicant to put together a more complete dossier that the department can send (either in hard copy or electronic copy) to those who agree to assess the applicant. Keep in mind that the external evaluators are only looking at research and scholarship, not teaching and service. This dossier should include a complete CV, a book manuscript (if relevant) and/or copies of up to 5-6 of the applicant's publications, preferably from the applicant's probationary period.
 - a. Most external evaluators prefer electronic copies, and a "PDF Portfolio" is a good way to gather the CV and documents, add a table of contents, and save into a single document with sub-documents. It is also easy to print if a reviewer requests hard copy.
7. As reviewers are identified, the Chair, with the assistance of staff, sends out a formal letter of request, and the materials listed above, in the format requested by the reviewer.

- a. A sample letter from 2014 is included below. This supersedes earlier letters, and does not include attachments of the department and university T/P guidelines, since the university guidelines' state that letters soliciting external evaluations be clear that we are not asking the evaluator to recommend whether to tenure or not.

Template for initial e-mail solicitation: (for T/P cases, from I-3 to I-4)

Dear Professor ____:

The Department of East Asian Languages and Literatures at the University of Hawai'i at Mānoa is beginning the process of evaluating tenure and promotion applications for this coming academic year. Dr __, Assistant Professor of ____, will be applying for tenure and promotion to the rank of Associate Professor. This process requires that we solicit evaluations of Dr. ____'s research from leading experts in his/her field, which will be considered by our Departmental Personnel Committee.

I am sending this e-mail to ask whether you would be willing to assist us by offering your evaluation, with a deadline of __. I am attaching a short CV from Dr. ____ to help you decide. If you are willing to help, we will send you an official letter via express mail formally requesting your assistance. At that time, we will also include hard copies of Dr. ____'s full curriculum vitae and samples of her/his scholarly work, or we can send those items as electronic attachments instead, if you prefer.

I realize that what I am requesting would represent a significant commitment of time and effort on your part, and you must often receive similar requests, as well, but I hope you will be able to assist us in this important evaluation. If so, could we also ask that you provide us with a mailing address to which we should send the materials?

Should you have any questions about the process, please do not hesitate to contact me, or Ms. Evelyn Nakanishi (to whom this message is CCd), who will be assisting in this matter.

Thank you very much for your consideration.

Yours,

Robert N. Huey, Chair and Professor
Department of East Asian Languages and Literatures
Moore Hall 382
1890 East West Rd.
Honolulu, HI 96822

Ph: (808) 956-7283
Fax: (808)956-9515
huey@hawaii.edu

Template for initial e-mail solicitation: (for promotion from I-4 to I-5)

Dear Professor ____:

The Department of East Asian Languages and Literatures at the University of Hawai'i at Mānoa is beginning the process of evaluating tenure and promotion applications for this coming academic year. Dr __, Associate Professor of ____, will be applying for promotion to the rank of Full Professor. This process requires that we solicit evaluations of Dr. ____'s research from leading experts in his/her field, which will be considered by our Departmental Personnel Committee.

I am sending this e-mail to ask whether you would be willing to assist us by offering your evaluation, with a deadline of _____. I am attaching a short CV from Dr. _____ to help you decide. If you are willing to help, we will send you an official letter via express mail formally requesting your assistance. At that time, we will also include hard copies of Dr. _____'s full curriculum vitae and samples of her/his scholarly work, or we can send those items as electronic attachments instead, if you prefer.

I realize that what I am requesting would represent a significant commitment of time and effort on your part, and you must often receive similar requests, as well, but I hope you will be able to assist us in this important evaluation. If so, could we also ask that you provide us with a mailing address to which we should send the materials?

Should you have any questions about the process, please do not hesitate to contact me, or Ms. Evelyn Nakanishi (to whom this message is CCd), who will be assisting in this matter.

Thank you very much for your consideration.

Yours,

Robert N. Huey, Chair and Professor
Department of East Asian Languages and Literatures
Moore Hall 382
1890 East West Rd.
Honolulu, HI 96822

Ph: (808) 956-7283
Fax: (808)956-9515
huey@hawaii.edu

Template for formal evaluation request: (tenure and promotion to I-4)EALL [doc #]
[today's date]Professor XX YY
[Address]

Dear Professor YY:

Thank you for agreeing to be one of the external reviewers in the tenure and promotion case of Dr. ZZ, Assistant Professor of AA, who has submitted [his/her] application for tenure, with promotion to the rank of Associate Professor. The process requires external evaluations of the candidate by well-known and respected scholars in the field.

The Criteria and Guidelines for Faculty Tenure/Promotion Application, University Of Hawai'i at Mānoa, September 2015 states: "The Assistant Professor seeking promotion to Associate Professor should be well on the way to becoming an established scholar in his or her discipline. The comparison peer group consists not only of departmental colleagues, but the whole of the community of scholars active at major research universities."

We would appreciate your opinion of Dr. ZZ's work and the contributions [s/he] has made to the field. We especially would like your assessment of Dr. ZZ's achievements as a scholar, and how [his/her] scholarship compares with that of other scholars in the same field at a comparable stage of their career. We also welcome other observations you may wish to share.

Enclosed [or attached] please find a copy of Dr. ZZ's Curriculum Vitae and selected scholarly work for your reference. We would appreciate receiving your written assessment by October 1, 2014, which you may fax or email to me with the original to follow. If, for any reason, you are unable to meet this deadline, I would appreciate your letting me know as soon as possible.

Your review of Dr. ZZ is for the sole purpose of helping the faculty and administration of the University of Hawai'i at Mānoa to evaluate this faculty member for tenure and promotion. We are requesting your evaluation of the scholarly contributions of the applicant, not whether the applicant would receive tenure and promotion at your institution. Your identity as a confidential referee will not be shared with this applicant and we will do our best to maintain the confidentiality of your evaluation.

The faculty and administration of the University of Hawai'i greatly appreciate your willingness and efforts in evaluating and commenting on the work of this faculty member. Thank you very much for your assistance. Please do not hesitate to contact me through e-mail (huey@hawaii.edu) or by phone at (808) 956-7283 if you have any questions.

Sincerely yours,

Robert N. Huey
Department ChairRNH:en
Enclosures

Template for formal evaluation request: (for promotion to I-5)EALL [doc #]
[today's date]Professor XX YY
[Address]

Dear Professor YY:

Thank you for agreeing to be one of the external reviewers in the promotion case of Dr. ZZ, Associate Professor of AA, who has submitted [his/her] application for promotion to the rank of Full Professor. The process requires external evaluations of the candidate by well-known and respected scholars in the field.

The Criteria and Guidelines for Faculty Tenure/Promotion Application, University Of Hawai'i at Mānoa, September 2015 states with regard to the rank of Full Professor: "The significance and distinction of the scholarly achievement should clearly place the faculty member at the forefront of the discipline or field."

We would appreciate your opinion of Dr. ZZ's work and the contributions [s/he] has made to the field. We especially would like your assessment of Dr. ZZ's achievements as a scholar, and how [his/her] scholarship compares with that of other scholars in the same field at a comparable stage of their career. We also welcome other observations you may wish to share.

Enclosed [or attached] please find a copy of Dr. ZZ's Curriculum Vitae and selected scholarly work for your reference. We would appreciate receiving your written assessment by October 1, 2014, which you may fax or email to me with the original to follow. If, for any reason, you are unable to meet this deadline, I would appreciate your letting me know as soon as possible.

Your review of Dr. ZZ is for the sole purpose of helping the faculty and administration of the University of Hawai'i at Mānoa to evaluate this faculty member for tenure and promotion. We are requesting your evaluation of the scholarly contributions of the applicant, not whether the applicant would receive tenure and promotion at your institution. Your identity as a confidential referee will not be shared with this applicant and we will do our best to maintain the confidentiality of your evaluation.

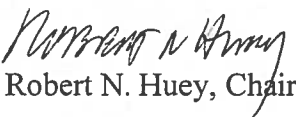
The faculty and administration of the University of Hawai'i greatly appreciate your willingness and efforts in evaluating and commenting on the work of this faculty member. Thank you very much for your assistance. Please do not hesitate to contact me through e-mail (huey@hawaii.edu) or by phone at (808) 956-7283 if you have any questions.

Sincerely yours,

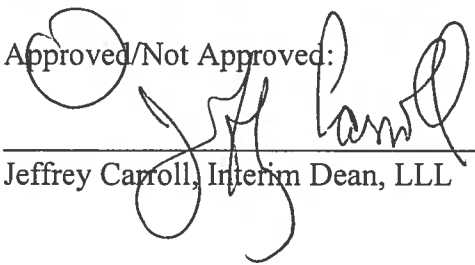
Robert N. Huey
Department ChairRNH:en
Enclosures

Approvals

Of the 44 eligible to vote (all regularly appointed faculty and Lecturers teaching 7 credits or more), 37 cast ballots (84% turnout). The revisions were approved by a vote of 31 in favor (83%), 2 against (5%), and 4 abstentions (11%), on May 12, 2016.


Attested: Robert N. Huey, Chair, EALL Dept. 05/12/2016

Approved/Not Approved:


Jeffrey Carroll, Interim Dean, LLL

5/16/16
/Date/

Approved/Not Approved:

UHPA designee

Date

Approved/Not Approved:

Reed Dasenbrock

Date

Vice Chancellor for Academic Affairs