

APPROVED:

James D. Kanda 7/7/2016
UHPA

Date

APPROVED:

[Signature] 7/8/2016
Mānoa Chancellor's Office Date

DEPARTMENT OF ECONOMICS
PROCEDURES FOR PERSONNEL DECISIONS
ON TENURE, PROMOTION AND CONTRACT RENEWAL

Approved by Economics Department, April 25, 2016

I. Purpose

This document describes procedures used by the Faculty of the Department of Economics to recommend a department chair and to review applicants for contract renewal, tenure for tenure-track faculty, and promotion.

II. General Procedures

- A. The annual review process is initiated by the Department Chair and reflects the procedures outlined in Article X, Article XII, and Article XIV of the 2015-2017 Collective Bargaining Agreement between the University of Hawaii Professional Assembly and the Board of Regents of the University of Hawaii.
- B. A faculty member will be considered for contract renewal, promotion, and/or tenure in accordance with the Department Criteria for Contract Renewal, Promotion, and Tenure and guidelines established by the College of Social Sciences, the University of Hawaii at Manoa, and the University of Hawaii Board of Regents.
- C. All applications for tenure and promotion are reviewed by the Department Personnel Committee (DPC) and the Department Chair (DC).
- D. All applications for contract renewal are reviewed by the DPC and the DC.
- E. All final votes are by secret ballot. All proceedings are confidential.
- F. All candidates for contract renewal, promotion, and tenure will be provided with a copy of the Department Procedures for Contract Renewal, Promotion, and Tenure Review, a copy of the Department Criteria for Contract Renewal, Promotion, and Tenure, a copy of College of Social Sciences guidelines, and a copy of Manoa Criteria and Guidelines as well as E5.221 – appendix A.
- G. It is the responsibility of the applicant to maintain complete and accurate records of their activities and accomplishments, to apply for contract renewal, tenure and/or promotion, to compile and submit a complete and accurate dossier, and to comply with all deadlines.
- H. The Department Secretary manages all correspondence and records related to review process. DPC members and the DC will take care to preserve the confidentiality of the review process.

- I. For the purpose of these procedures, the department faculty is taken to include all Bargaining Unit 7 faculty members whose locus of tenure is in the Department of Economics.

III. The Department Chair

- A. The Department recommends a DC based on a majority vote of the department faculty.
- B. The current DC conveys the faculty recommendation to the Dean, who makes the final decision.
- C. While the DC serves at the discretion of the Dean, the normal term of the DC is three years with no limit on the number of terms an individual may serve

IV. The Department Personnel Committee

- A. The DPC is responsible for conducting an orderly review of all applications for contract renewal, tenure, and promotion.
- B. The DPC consists of ALL members of the department faculty who are tenured Bargaining Unit 7 members, except for the DC. The DPC makes recommendations regarding contract renewals of assistant professors as well as recommendations regarding the promotion of assistant professors to the rank of associate professor with tenure. It also makes tenure recommendations for faculty hired at the rank of associate professor.
- C. Recommendations regarding the promotion of associate professors to the rank of full professor are made by an independent subcommittee of the DPC comprised only of the department's full professors, except for the DC. This Subcommittee of Full Professors also makes recommendations regarding the tenure of faculty hired at the rank of full professor.
- D. Faculty members who are on sabbatical or other leave are eligible to serve on the relevant bodies provided that they are able to review dossiers.
- E. The DPC and the Subcommittee of Full Professors each elects its chair each year from among the members of the respective committee. Where possible, these elections will be held prior to the end of classes of the prior spring semester to facilitate the selection of external reviewers for tenure and promotion cases. No faculty member may serve as chair of the DPC for more than two consecutive years.
- F. In the event that fewer than five members of the faculty are eligible to serve on the DPC or on the Subcommittee of Full Professors, the Dean will constitute a

DPC in consultation with the DC. This ad hoc DPC will be made up of all eligible department faculty members, except for the DC, and additional tenured faculty members from related disciplines as needed to reach a total of five members.

- G. DPC members who are being considered for promotion are excluded from all deliberations and votes concerning their case. The DC 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.
- H. For convenience, in the remainder of this document the abbreviation DPC is used to refer to whichever committee is appropriate to the particular case, either the DPC composed of all tenured Bargaining Unit 7 members, except for the DC; or the DPC Subcommittee of Full Professors.

V. The Dossier/Application

- A. All applicants are encouraged to consult with the DC and the DPC chair concerning the content and format of the dossier (application, in the case of contract renewals).
- B. Prior to the completion of the DPC review, the candidate may request that new information be included in the dossier. The information will be included at the discretion of the DPC. No additional information will be included once the DPC has completed its review.
- C. Neither the DPC nor the DC shall place anonymous or unsolicited material in the dossier.

VI. The Department Review Process for Tenure and Promotion

- A. The DC in consultation with the DPC will solicit external reviews.
 1. The goal is to obtain three external reviews from a list submitted by the candidate and three external reviews from a list compiled by the DC/DPC. The candidate submits the names of 3-5 individuals who are qualified to provide an external assessment of the candidate's research. The candidate will be asked for additional names as needed.
 2. The DC and the Chair of the DPC in consultation with the DPC identify 3-5 possible reviewers. Additional names will be identified following the same procedure as needed.
 3. External reviewers should be affiliated with an R1 University or have comparable expertise. Care will be taken to avoid individuals who have a conflict of interest.

4. Potential external reviewers are contacted to determine their availability to serve. At least 6 reviewers will be invited to submit reviews. Three potential reviewers will be drawn from the list submitted by the candidate and 3 from the list prepared by the DPC/DC.

5. External reviewers will be sent a covering letter prepared by the DC and a CV and copies of papers to review selected by the candidate. The letter will conform to any guidelines established by the university. External reviewers are expected to provide an assessment of the candidate's research, but not an evaluation of the candidate's record of teaching and service.

6. All reasonable efforts will be made to insure the confidentiality of external reviews.

B. The DPC Review

1. The DPC will review the dossier and all supporting materials submitted by the applicant and external reviews.

2. The Chair of the DPC may ask candidates for additional or clarifying information. Otherwise, the candidate and the DPC should have no communication regarding the proceedings.

3. The DPC makes a written assessment of the strengths and weaknesses of the applicant and reports its recommendation of support or non-support, including a vote of the DPC.

C. The DC prepares a letter of recommendation.

D. The final recommendation of the DPC and the DC--whether they are positive or negative--will be conveyed to the candidate. The DPC vote will not be conveyed to the candidate.

VII. The Department Review Process for Contract Renewal

A. The DPC Review

1. The DPC will review the application and all supporting materials submitted by the applicant.

2. The Chair of the DPC may ask the candidate for additional or clarifying information. Otherwise, the candidate and the DPC should have no communication regarding the proceedings.

B The DPC prepares a recommendation including the vote of the DPC.

- C. The DC prepares a letter of recommendation.
- D. Consistent with Collective Bargaining Agreement, the candidate will be given an opportunity to review the contract renewal recommendations, including the written evaluations by the DC and the DPC.

VIII. Amendments

- A. Amendments to the procedures may be recommended from time to time by a majority vote of department faculty who are Bargaining Unit 7 members in accordance with Article X of the current agreement between the University of Hawaii Professional Assembly and the Board of Regents.
- B. The proposed amendment will be sent through the Dean to the Chancellor and the Union for review and approval.