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 9/18/14  
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Mānoa Chancellor's Office Date

## Department of Educational Foundations

College of Education  
University of Hawai'i at Mānoa

### Departmental Procedures Governing Selection of Department Chair, and Tenure, Promotion and Contract Renewal

#### Selection of Department Chair (DC)

The determination of the department's recommendation for DC to the dean shall be based on a majority vote of all bargaining unit 07 faculty members in the department, including lecturers employed for more than seven credits per semester, and faculty members on sabbatical.

#### Selection of Department Personnel Committee (DPC) Members and Chair

##### *DPC Membership*

There shall be five members of the Educational Foundations (EDEF) Department Personnel Committee (DPC), four from the EDEF department and the fifth from another department within the College of Education (COE). All DPC members must be tenured bargaining unit 07 faculty members. The DPC shall be composed of members who hold at least the rank to which the applicant is applying.

##### *Selection of Department DPC Members*

If there are more than four eligible faculty in the department, the faculty shall elect the DPC members by secret ballot. Before the election, an applicant may exclude up to one eligible department faculty member from serving on the DPC by submitting in writing to the DC the name of the faculty member. The DC shall ask one of the elected members to convene the initial meeting.

##### *Selection of Member(s) Outside the Department*

The following procedures shall be taken to select the fifth member. In a meeting of all department members (including those who will be pursuing personnel action in the coming year), the convener of the initial meeting shall generate a list of at least two possible DPC members from the other departments in the COE, and then will contact the nominees in the order in which they are listed to determine their interest in serving.

If the department has fewer than four faculty members who are eligible, available, and not excluded by the applicant, the following procedures will be followed. In a meeting of all department members (including those who will be pursuing personnel action in the coming year), the convener of the initial meeting shall generate a list of at least two possible DPC members from related disciplines, both within the COE and non-COE departments, and then will contact the nominees in the order in which they are listed to determine their interest in serving.

If the nominees from both lists do not agree to serve, the process will be repeated to generate additional nominations.

Before the possible DPC members outside the department are contacted, and within two days after the list of possible DPC members outside the department is generated, each department member (including those who will be pursuing a personnel action in the coming year) may exclude up to one non-department faculty member from serving on the DPC by submitting in writing to the DC the name of the faculty member.

#### ***Selection of DPC Chair***

DPC members will elect the DPC chair at its initial meeting. This may be done at a virtual meeting.

#### ***Informing the College of Education Dean***

When sufficient numbers have agreed to serve, the DC will forward the DPC membership and DPC chair to the Dean.

#### **Voting**

The final votes on all DPC personnel actions shall be by secret ballot.

#### **External Letters**

Either toward the end of the spring semester or earlier, faculty who are considering applying for tenure and/or promotion shall inform the chair regarding their intentions. When the fall semester begins, or earlier, applicants shall announce their intention in writing to the department chair, and provide the DPC chair in writing with a list of three to five names and addresses, with rank and institutions, of possible external referees who are respected scholars in related fields. The scholars should be at or above the rank to which the applicant is applying. The applicant is not to contact possible external referees concerning their willingness to participate. The DPC chair, in consultation with the DPC and the department chair, shall generate additional names of external referees.

External referees may know the applicant, but cannot 1) have a close working relationship with the applicant, 2) have been on the applicant's dissertation committee, 3) have co-authored a publication with the applicant within the past five years, and/or 4) be employed in the University of Hawai'i system. When an external evaluator is at an institution other than a university or college, the DPC should explain why that evaluator was selected.

The DPC chair shall solicit outside evaluations at the earliest opportunity. Sufficient numbers of external referees shall be solicited to ensure receipt of four to five evaluations. About half of the external referees solicited shall come from the list provided by the applicant, and the other half from the list created by the DPC chair. The DPC chair shall indicate which referees are from which list. The applicant may exclude up to one

potential external referee by submitting his/her name in writing to the DPC chair. When external referees agree to serve, the DPC chair shall mail the following to them:

- a copy of the applicant's curriculum vitae
- copies of three to five major publications selected by the applicant (in consultation with the DPC chair)
- the applicant's summary statement providing further information about his/her publication record and research agenda (optional)
- a copy of the department criteria for tenure and/or promotion
- a copy of the UH Manoa criteria for tenure and/or promotion
- a cover letter from the DPC chair requesting the external referee's professional opinion of the applicant's scholarly contribution to the field (see Appendix II).

The cover letter will request referees to send their letters to the department chair, preferably by the end of October. Confidentiality of external evaluations is to be preserved by observing the current UH tenure and promotion procedures. In the summer, when final decisions are announced, a brief letter shall be sent by the DPC chair to each of the external reviewers, informing them of the disposition of the case and thanking them for their efforts.

#### **Dossier and Box of Supporting Materials**

The dossier shall include summaries of all student evaluations. The applicant shall have a box of supporting materials that include 1) specific data (e.g., eCAFE results) for each class taught during the review period, 2) all publications accepted and/or published during the review period, and listed in the dossier's bibliography, and 3) other supporting material. For works accepted but not yet published, the applicant shall include documentation of acceptance in the box of supporting materials.

For documentation and organization of sections on teaching, bibliography, and service, the applicant shall follow the guidelines for Supporting Materials as set forth in the "Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Manoa."

#### **Co-Authored Works**

If co-authored works are included in the dossier, the applicant shall describe the significance of collaborative work in his/her field of study.

Since the EDEF department includes a number of disciplines, each with its own authorship convention, the applicant shall include the following in his/her bibliography. For two or more authors of a publication, the applicant shall indicate his/her 1) proportion of time and effort in the functions of conceptualization, research, analysis, and/or writing, and 2) the total proportion of time and effort in the research or publication. In his/her Box of Supporting Materials, the applicant shall include each co-author's written confirmation

of the applicant's statement of contribution. In his/her bibliography, the applicant shall indicate the location of the written confirmation.

### **Review of Dossier for Tenure and/or Promotion, or Contract Renewal**

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, promotion, and contract renewal applications.

No anonymous material shall be made part of the applicant's dossier. Prior to the DPC review, the DPC, the department, and the DC shall not accept unsolicited information for inclusion in the dossier without providing the information to the applicant and giving the applicant the opportunity to provide a written response. Once the DPC has begun its review, no unsolicited information shall be included in the dossier. DPC members shall avoid conflicts of roles by recusing themselves from the process when such conflicts exist.

Each DPC member shall be provided with a copy of the applicant's dossier, a copy of the department criteria for tenure and/or promotion, confidential letters from external reviewers, and a copy of the University document, "Criteria and Guidelines for Faculty Tenure/Promotion Application." All discussions and deliberations are to be held in the strictest confidence in order to maintain the integrity of the committee and the process.

If, after an initial review, the DPC has suggestions for the applicant that may help strengthen the dossier, the suggestions will be provided to him/her in writing. It is up to the applicant whether or not to follow such recommendations, but the applicant will inform the DPC chair in writing of his/her decision. Should the applicant wish to follow the DPC suggestions, the applicant will have one week from the date of receipt to do so. Either the DPC or the applicant may request a meeting prior to the final report.

Based upon the DPC's discussion and deliberation, the DPC Chair will prepare a written assessment of the applicant's strengths and weaknesses and append the DPC members' recommendation for tenure and/or promotion, if they so desire.

No external reviews will be required for contract renewals, but in all other respects the same procedures will be followed.

### **Review and Approval of This Document**

Faculty may request in writing to review the department's procedures and criteria governing tenure, promotion, and contract renewal, though not more than once annually. The procedures and criteria shall be approved by a majority vote of the bargaining unit 07 faculty members, including lecturers employed for more than seven credits per semester, and faculty members on sabbatical.

## **Guidelines and Procedures for Student Evaluations of Department Courses**

### ***Aim***

The aim of student evaluations of department courses is twofold:

- To provide faculty and instructors with useful feedback on their courses and on their teaching for the purposes of making improvements to the course content and instruction.
- To provide a systematic and fair evaluation tool to support faculty in personnel actions such as contract renewal, tenure, promotion and post-tenure reviews.

### ***Procedures***

- All courses in the Department of Educational Foundations (with the exception of EDUC 740, EDUC 799, EDEF 399, EDEF 649, EDEF 699, EDEF 700, and EDUC 800) shall be evaluated using the eCAFE system (See <http://www.hawaii.edu/ecafe>.) The department secretary or another designated person shall input the questions that will appear on all department course evaluations. In addition, instructors may add up to ten questions.
- If not using the eCAFE system, the faculty and instructors shall use a hardcopy version of the questions in Appendix I. If using a hardcopy version, the department shall be responsible for tabulating the results.
- Faculty and instructors will use, at a minimum, the 10 multiple-choice and 4 open-ended items in the Department set (See Appendix I).
- Faculty teaching courses in other departments and areas (e.g., the MEdT Program) for which the department set is not applicable, shall evaluate their courses using the other department's approved forms.
- When using eCAFE, faculty shall enter the UH username for the department chair and the department secretary, so that they may have access to the results. The secretary shall print a copy of the results, which shall be kept in a locked file and made available to the department chair and DPC for personnel actions.
- Faculty shall keep a copy of all of their course evaluations for the DPC and department chair to consult during personnel actions such as contract renewals, tenure, promotion and post-tenure reviews.
- The following procedures shall be followed when using hardcopies of evaluation forms.
  - Courses will be evaluated during the final week of instruction. Instructors will take an envelope of forms to class, and select a class monitor who will distribute, collect, and return the envelope to the department secretary's office. The instructor will leave the classroom during the evaluation.
  - When the class is taught in a building away from the department secretary's office, the following procedure shall be followed. After signing across the sealed envelope, the class monitor shall place a clear tape, provided by the instructor, over the signature. The instructor shall then deliver the envelope to the secretary's office.
  - The secretary shall make a full copy of the set. The original set shall be returned to faculty, for their own records.
  - The department set will be kept in a locked file and be made available to the department chair and DPC for personnel actions.

## **Department of Educational Foundations**

College of Education  
University of Hawai‘i at Mānoa

### **Departmental Criteria Governing Tenure, Promotion and Contract Renewal**

*For both tenure and promotion for Assistant Professor, Associate Professor, and Professor, the department follows the criteria set forth in “Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai‘i Manoa.”*

In addition, the department includes the following.

#### ***Teaching***

As part of the College of Education, the EDEF department considers teaching and pedagogy of paramount importance. In this light, the applicant shall exhibit exemplary practices in his/her classroom instruction and in advising undergraduate and graduate students.

#### ***Collegiality***

The faculty member shall exhibit a commitment to respectful behavior, openness, and cooperation. Respectful behavior refers to conduct that fosters harmony and civility, and that maintains a positive, constructive tone while disagreeing on issues. Openness refers to the sharing of information openly to foster trust among colleagues. Cooperation refers to the willingness to provide time and energy to the work of the department, and to work as a team member in the department’s projects.\*

#### ***Conference Proceedings***

Some conference proceedings are highly selective and may be separated in the dossier from other conference proceedings. For example, the Philosophy of Education Society is highly selective in accepting papers to its conferences, and publishes papers from the conference in its proceedings. Articles in such selective conference proceedings may be included under “refereed/juried articles in journals,” as long as the applicant provides an explanation and documentation of the selectivity of the proceedings.

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\* This discussion of collegiality is adapted from College of Social Sciences, College Focus Documents, “The College’s Organizational Philosophy,” p. 1, 2002, <http://socialsciences.excellence.hawaii.edu/process/index.cfm> (accessed January 29, 2009).

***Essays (Peer-Reviewed Journal Articles and Book Chapters) and Books***

In addition to peer-reviewed essays (journal articles and book chapters), the department encourages authored books that have been peer-reviewed and published by reputable publishers. For journal articles, the applicant shall provide information on the journals' acceptance rates. For books and book chapters, the applicant shall provide information on the reputation and status of the book publishers.

As a general guideline, at least seven peer-reviewed essays (journal articles and book chapters), or at least one authored book and four peer-reviewed essays (journal articles and book chapters), shall be accepted/published. The acceptable number would depend on the reputation and status of the journal and book publisher, and may include co-authored works in which the applicant has at least 50 percent responsibility (see page 3, Co-Authored Works). Grants, which are uncommon in the fields represented in the department, will be considered favorably. While book reviews, encyclopedic essays, and other works are encouraged, they shall be considered as additional to journal articles, book chapters, and books.

## Appendix I

**These items constitute the Department set and are to be used in all EDEF course evaluations with the exception of EDUC 740, EDUC 799, EDEF 399, EDEF 649, EDEF 699, EDEF 700, and EDUC 800).**

**This is a minimum set; faculty members are free to add up to 10 more questions.**

### Multiple Choice Items

- 2 I gained a good understanding of concepts/principles in this field.
- 70 The instructor broadened my understanding and grasp of the subject
- 96 The instructor makes me feel free to ask questions.
- 104 The instructor encouraged class discussion.
- 117 The instructor was available for consultation with students.
- 132 The instructor was consistently well-prepared and organized for class.
- 174 Assignments are relevant to what is presented in class.
- 215 The instructional materials (e.g., tests, handouts, etc.) were relevant to course objectives.
- 218 I feel that this course challenged me intellectually.
- 286 The instructor was fair in grading and criteria of grades.

### Open-Ended Items

- 304 What did you find most valuable and helpful about the course?
- 305 What did you find least valuable and helpful about the course?
- 314 My overall evaluation of this instructor is....
- 333 My overall evaluation of this course is...



## Appendix II

Dear Professor \_\_\_\_\_:

Thank you very much for agreeing to serve as an external evaluator for Dr. \_\_\_\_\_. Dr. \_\_\_\_\_ is currently an assistant/associate professor in the Department of Educational Foundations at the University of Hawai'i. He/she is applying in the 20XX-20XX academic year for tenure and promotion/ promotion to \_\_\_\_\_. I am enclosing a file of documents to help you in making your assessment of Dr. \_\_\_\_\_'s scholarly work. They include the following:

1. A copy of Dr. \_\_\_\_\_'s curriculum vitae
2. Copies of ### of Dr. \_\_\_\_\_'s publications
3. A summary statement that provides an overview and details of Dr. \_\_\_\_\_'s publications.
4. A copy of our university's criteria for tenure and promotion
5. A copy of our department's criteria for tenure and promotion

We are asking for your professional assessment of the applicant's scholarly contribution and not to determine whether the applicant would receive tenure/promotion at another institution. Since you do not have access to the applicant's teaching evaluations and may not have observed the applicant teach, we do not expect you to assess the applicant's teaching. I should note, however, that the teaching load in our college is 3 classes per semester.

Your review of Dr. \_\_\_\_\_ is for the sole purpose of helping the faculty and administration of the University of Hawai'i evaluate this faculty member for tenure and promotion/ promotion. 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 Dr. \_\_\_\_\_. Please send your written evaluation by \_\_\_\_\_ to

Professor \_\_\_\_\_, Department Chair  
 Department of Educational Foundations  
 University of Hawaii  
 Wist Hall 113  
 1776 University Avenue  
 Honolulu, HI 96822

With sincere appreciation,

\_\_\_\_\_  
 Chair, Department Personnel Committee