

APPROVED:

James D Kandasak 10/16/2017
UHPA Date

APPROVED:

M. S. P. 10/20/17
Mānoa Chancellor's Office Date

DEPARTMENTAL PROCEDURES
GOVERNING CONTRACT RENEWAL, TENURE, AND PROMOTION
INTERNATIONAL & 3+2 PROGRAM COORDINATOR
OFFICE OF GRADUATE EDUCATION
UNIVERSITY OF HAWAII AT MANOA

- I. PROCEDURES FOR CONTRACT RENEWAL
 - A. Formation of the Faculty Personnel Committee (FPC)
 1. The Faculty Personnel Committee (FPC) will consist of five tenured faculty who will serve for a period of one year.
 2. FPC members will be selected using the following process:

The Dean of Graduate Education or designee constitutes a Faculty Personnel Committee (FPC). OGE faculty may recommend the names of tenured UHM faculty members for consideration. The FPC will consist of all permanently funded, tenured faculty members chosen from among tenured full-time faculty with experience in international education.
 - B. General Requirements/Purpose of Contract Renewal
 1. University requirements relating to length of faculty probationary periods, procedures and schedules for contract renewal or termination of appointment for non-tenured faculty are contained in the current BOR/UHPA Agreement.
 2. For OGE specialist faculty, the contract renewal procedures ensure that the specialist faculty meets the criteria and also to
 - a. Provide the candidate an opportunity to prepare an application that gives an overview of accomplishments and work-in-progress to assist the personnel committee in assessing strengths and weaknesses.
 - b. Provide the candidate and the candidate's colleagues an opportunity to discuss candidly the candidate's day-to-day performance and professional future, and to stipulate areas where improvements, if needed, should be made.
 - c. A candidate is advised to retain a copy of the dossier exactly as submitted. The candidate may provide material such as earlier annual contract renewal evaluations or evaluation statements made by previous FPCs and resumes to the current FPC.
 - C. Criteria for Contract Renewal

In general, a contract may be renewed if:

 - I. Performance of assigned duties has been rated satisfactory;
 - II. There is a continuing need for her/his services, particular knowledge, and/or skills; and s/he has shown evidence of continued professional improvement and demonstrates professional and personal qualities

needed for work in the unit commensurate with the level of appointment.

The evaluation of the candidate's performance will be based on the criteria outlined in the OGE's "Departmental Criteria for Contract Renewal, Tenure, and Promotion, Office of Graduate Education, University of Hawaii at Mānoa."

D. Timeline

During the summer the FPC will be formed according to the procedures described above. Those individuals selected will serve for a period of one year. The Dean of Graduate Education will notify the candidate in writing that s/he is scheduled for contract renewal. The candidate will observe the deadline set by the University.

E. Review Steps

1. The FPC reviews the document submitted by the candidate and submits its recommendation to the Dean of Graduate Education. Voting by secret ballot will occur at all final votes.
2. The recommendations of the FPC are made available to the candidate for review.
3. The candidate meets with the FPC Chair to review the written recommendations.
4. The application, any required forms, and the recommendations are forwarded to the Dean of Graduate Education.
5. The Dean of Graduate Education, based on all the evidence, assess and decides on the contract renewal, completes any appropriate forms, and notifies the candidate.

II. PROCEDURES FOR TENURE AND PROMOTION

A. Formation of the Faculty Personnel Committee

1. The Faculty Personnel Committee will consist of five tenured faculty who will serve for a period of one year.
2. The Dean of Graduate Education or designee constitutes a Faculty Personnel Committee (FPC). OGE faculty may recommend the names of tenured UHM faculty members for consideration. The FPC will consist of all permanently funded, tenured faculty members at or above the rank being sought for promotion, chosen from among tenured full-time faculty, preferably with experience in international education.

B. General Requirements of Tenure/Promotion

The evaluation of the candidate's performance will be based on criteria established by the Board of Regents, UHM, and those outlined

in the "Departmental Criteria for Contract Renewal, Tenure, and Promotion, Assessment Office, University of Hawaii at Mānoa."

1. **For tenure:** The general reasons for granting tenure are that the University has concluded that the candidate (1) is and will continue to be a productive and valuable member of the unit, (2) has shown a pattern of continuing professional growth that is positive, and (3) will contribute toward meeting a long-term need of the institution because of the individual's professional specialty and services. The applicant must also meet additional criteria established by the unit. In addition, the candidate must meet the specific criteria for Specialist Faculty as outlined in the current "Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa."
 2. **For promotion:** To be considered for promotion, the candidate must meet the minimum qualifications by the Board of Regents for the rank to which promotion is sought. However, meeting the minimum is insufficient; promotion is an acknowledgment of the candidate's professional growth. The applicant must also meet additional criteria established by the unit as well as meet the specific criteria for Specialist Faculty as outlined in the current "Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa."
- C. **External Referees for Tenure/Promotion**
- As part of the tenure/promotion process, external evaluations of the candidate's work will be included in the document. The candidate will be asked to provide the Dean of Graduate Education with three to five names and addresses of individuals who work in the field of international education and are not at UH. The Dean of Graduate Education and chair of the FPC will decide from whom to request external reviews. It is the obligation of the Dean of Graduate Education to secure external evaluations by writing to at least three of the referees selected by the candidate and write an equal number of other known individuals in the field who can evaluate the candidate's work that are selected by the Dean and chair of the FPC. The Dean will attempt to obtain an equal number of reviews from the candidate's list and the list from the Dean and chair of the FPC. Evaluators should hold the rank to which the candidate is applying, or a higher one. The candidate should not contact the possible external evaluators.

The same basic cover letter soliciting the evaluation should be sent to each evaluator. The Dean of Graduate Education and chair of the FPC should keep a copy of each letter. A curriculum vitae will be included with the letter as well as other supporting materials, selected by the candidate in consultation with the Dean and chair of the FPC. The purpose of the request is to obtain an opinion about the contributions

that the candidate has made and not to determine whether the candidate would receive tenure/promotion at another institution. The Dean of Graduate Education and chair of the FPC should refer to the current "Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa" for the procedures for handling the evaluations from outside referees in order to maintain confidentiality.

D. Confidentiality and Access to the Dossier

During deliberations, members of the FPC and those in supervisory and administrative positions within the unit see privileged information. Access to a candidate's dossier is limited at each review step to those individuals deliberating on the dossier at that step. A candidate is advised to retain a copy of the dossier exactly as submitted. The candidate may provide material such as earlier annual contract renewal evaluations or evaluation statements made by previous FPCs and resumes to the current FPC. Any material submitted to the FPC relating to an individual's application becomes part of the dossier and must be retained and goes forward with the document. In addition, no anonymous material will be accepted at any level of deliberation.

E. Timeline

During the summer, the FPC will be formed according to the procedures described above. Those individuals selected will serve for a period of one year. The Dean of Graduate Education and the chair of the FPC will begin the process of soliciting the names of external referees, and collect materials from the candidate to be included in the external evaluation process.

The candidate will observe the deadline set by the University.

F. Review Steps

All steps of review will be held in accordance with the current "Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawaii at Mānoa." At the FPC level, voting by secret ballot will occur at all final votes.

III. GUIDELINES AND PROCEDURES FOR FIVE-YEAR REVIEW

The Office of Graduate Education at the University of Hawaii at Mānoa hereby establishes the following procedures for review of its tenured Faculty Specialists. The guidelines that follow refer to and summarize parts of three different preexisting documents:

- Procedures for Evaluation of Faculty at UH-Mānoa
- Department Criteria for Contract Renewal, Tenure, and Promotion, Office of Graduate Education, Chancellor's Office, University of Hawaii at Mānoa

- **Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawaii at Mānoa**

The Board of Regents Bylaws and Policy Section 9-15 (UHPA – Reference Section, page 2) establishes the general guidelines for periodic evaluation of faculty and provides for a review at least once every five years. Candidates for five-year review should read the Procedures for Evaluation of Faculty at UHM that describes this review process.

As stipulated by the procedures, appropriate unit leaders will notify, no later than September 1, those faculty members who are to be reviewed. OGE candidates for five-year review should turn in their review materials (described in the next section) by December 1.

Faculty specialists identified for five-year review will submit a curriculum vita, resume, or “professional profile” describing their professional activities since the last review (application for tenure or promotion or five-year review). This written document should reflect the unit’s mission and requirements and the expectations for the specialist’s rank or classification. Materials submitted by Specialists should address the following categories detailed in the Faculty Personnel Committee and Procedures for Tenure and Promotion:

- I. Professional Activities
- II. Scholarly Activities
- III. Service

It is expected that Faculty Specialists will continue to perform at the professional level at which they were tenured or to which they have been promoted. Therefore, Faculty Specialists will be evaluated according to the general criteria/requirements for their rank as described by the current Criteria and Guidelines for Faculty Tenure/Promotion Application. Evidence bearing on the criteria described by the following standards should be submitted, according to the job level being reviewed.

All Specialists (S-2 through S-5)

- Professional achievement and productivity
- Professional growth in the specialty
- Service to the professional and lay communities
- Ability to work effectively with faculty, staff, & administrators

Assistant Specialist (S-3)

- Competence, productivity and continued professional achievement and maturity
- Performance of duties calling for independent professional judgment in the field of specialization
- Indication of the capacity to supervise clerical help as appropriate

Associate Specialist (S-4)

- Continued professional maturity in the professional specialization
- Ability to competently exercise independent professional judgment
- Ability to supervise the work of assistants as appropriate and to plan and organize assigned activities
- Professional achievement that reflects her/his stature as a contributor to the standards, techniques, and methodology of the profession

Specialist (S-5)

- Continued productivity and professional maturity
- Ability to competently exercise independent professional judgment
- Evidence of successful planning and organization of assigned activities, including the supervision of assistants, if appropriate
- Professional achievement that establishes her/his stature as a substantial contributor to the standards, techniques, and methodology of the profession
- Evidence of significant interaction and leadership with the broader professional community beyond the University

IV. AMENDMENTS TO THIS DOCUMENT

- A. As indicated in the current BOR/UHPA 2015-2017 Agreement, amendments to this document, the "Department Procedures Governing Contract Renewal, Tenure, and Promotion" may be recommended from time to time at the discretion of the Office of Graduate Education.
- B. The proposed amendment shall be sent through the Office of Graduate Education to the appropriate Vice Chancellor and UHPA for review and approval, which shall not be unreasonably withheld. Approved amended procedures shall be filed with the Union and the Office of Graduate Education.