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DEPARTMENT OF HISTORY
UNIVERSITY OF HAWAII AT MĀNOA

DEPARTMENT MANUAL

The University and the College of Arts & Humanities have mandated to the Department responsibility for implementing and administering a variety of instructional and other programs, including degree-granting programs at the undergraduate and graduate levels, service to the University core, and research and professional responsibilities in the discipline of history.

This *Manual* and the companion *Manual for Graduate Studies* outline the organization, policies, and procedures, and programs through which the Department exercises its mandated responsibilities. The provisions of the two manuals constitute Department policy; and officers, committees, and members of the Department shall adhere to them in the exercise of their duties and responsibilities.

The purpose of the Department is to fulfill its responsibilities to the University and to its students, faculty, and staff. In pursuing that purpose, the Department commits itself to open inquiry and learning, to excellence in teaching, research, and professional activity, and to collegiality among and between students, faculty, and staff.

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Departmental Organization and Governance

I. Organization

Preface: Organization is properly a function of duties, responsibilities, and objectives. To insure the effective operation of its degree programs, professional endeavors, and service obligations, the Department depends upon an organizational structure that consists chiefly of officers, committees and departmental meetings, as well as the efforts of individual faculty, staff, and students.

- A. Department Officers:** Department officers are members of the faculty who have administrative duties and oversight responsibilities. They are as follows:
- **Chair.** Section II-B of this document specifies the duties and responsibilities of this office.
 - **Associate Chair and Chair of the Graduate Faculty.** The *Manual for Graduate Studies* specifies the duties and responsibilities of this office.
 - **Coordinator of Undergraduate Advising.** Section III of this document specifies the duties and responsibilities of this office.

Since the Dean of Arts & Humanities appoints the Department Chair, the Chair is responsible to the College and University administrations, as well as to the Department, for fulfilling the responsibilities and duties of the office. The Department Chair appoints all other officers, who are responsible to the Chair, and in the case of the Chair of the Graduate Faculty to the Dean of the Graduate Division, for fulfilling the responsibilities and duties of the offices they occupy.

- B. Standing Committees:** In consonance with the principle of collegiality, standing committees play a major role in departmental governance. At the beginning of each academic year, the Department Chair shall appoint, or reappoint, members of standing committees for the academic year, except as specified elsewhere in this *Manual*, including the *Manual for Graduate Studies*. Standing committees are advisory to the Department Chair—in some cases to the Chair of the Graduate Faculty—and through these offices to the Department itself. Whenever appropriate, the Department Chair will bring standing committee recommendations to the attention of the Department for review and action.

The standing committees of the Department are:

- **Department Personnel Committee.** The *Faculty Personnel Policy* document, included in this *Manual*, specifies the constitution, duties, and responsibilities of this Committee.
- **Teaching Assistant Selection and Oversight Committee.** The *Graduate Assistants and Assistantships* document in the *Manual for Graduate Studies* specifies the constitution, duties, and responsibilities of this Committee.
- **Graduate Admissions and Advisory Committee.** The *Graduate Admissions and Oversight of Graduate Studies* document in the *Manual for Graduate Studies* specifies the constitution, duties, and responsibilities of this Committee.
- **Curriculum Committee.** Section IV of this document specifies the constitution, duties, and responsibilities of this Committee.
- **Space Committee.** The *Policy on Space Usage and Allocation* document, included in this *Manual*, specifies the constitution, duties, and responsibilities of this Committee.
- **Assessment Committee.** Section V of this document specifies the constitution, duties, and responsibilities of this Committee.
- **Ad Hoc Committees:** From time to time as necessary or desirable, the Department may authorize and/or the Department Chair may appoint ad hoc committees to deal with or recommend decisions or actions on specific issues or problems that arise.

II. Governance

Preface: The basic principle of academic governance is collegiality, the basic ideal consensus through reasoned discussion. The Department invites and expects faculty members to participate in governance by, among other things, attending Department meetings, serving on committees, and otherwise participating in the exercise of departmental obligations and departmental decision-making. The Department also invites and expects members to do this voluntarily, collegially, and in accordance with individual interests, talents, and expertise.

- A. Department Meetings:** The basic instrument of Department governance and decision-making is the Department meeting. Held at the call of the Chair at least once a month during the academic year, the meeting is the arena in which the faculty discuss issues, air differences, and make decisions. The Department obligates members of the tenured or tenure-track faculty to attend Department meetings, and invites lecturers, teaching assistants, and graduate students to attend as observers, except when matters relating to faculty personnel are discussed. The Department Chair, who makes out the agenda for

each meeting, shall place anything related to the well-being of the Department or within the purview of departmental responsibility on the agenda, including anything of meaningful concern to individual members of the faculty who request that a concern be discussed at a Department meeting.

The Chair shall preside over Department meetings, or in the Chair's absence, the Associate Chair. The newest member of the faculty shall serve as recorder of the proceedings of each meeting, and shall prepare, for approval by the Chair, and circulation to the faculty, minutes of each meeting. The Department will correct the minutes as circulated, if necessary, and accept them at the next meeting. The Department Secretary shall file the accepted minutes for later reference by members of the faculty. The minutes shall list faculty members present and absent at the meeting, and record all decisions made and actions taken.

To insure that teaching assistants (TAs) are informed about departmental affairs, the TAs shall elect one of their number to represent them as a non-voting observer at Department meetings. The election shall be held at the end of each academic year for a representative the succeeding year. The representative so elected shall be obligated to attend Department meetings; shall receive all information that faculty members receive concerning matters discussed in the meetings, except information pertaining to faculty personnel; and shall keep TAs informed about matters discussed and actions taken at Department meetings.

B. Department Chair. The Department Chair is the chief administrative and oversight officer of the Department. The Chair's duties are to:

- Insure that the Department fulfills the duties and responsibilities mandated to it, and that its programs of study are sufficient in quantity and quality to accomplish that mandate within the resources allocated by the University;
- Oversee the day-to-day administration and functioning of the Department, including Department officers, the Department office and secretaries, physical facilities and resources, and the expenditure of operating funds;
- Implement and adhere to departmental policies, procedures, and regulations;
- Represent the Department and its interests in dealings with College and University authorities, and in responding to requests from outside the University;
- Alert the Department to actual or potential threats to its interests, and undertake to meet or otherwise deal with such threats;
- Assist the faculty in matters involving administrative action or paperwork, including applications for funding, personnel actions, leave requests, and dealings with University bureaucracies;

- Facilitate the professional activities of the faculty;
- Assist students in academic and administrative matters within the purview of departmental responsibilities; and
- Handle student and faculty grievances.

C. The Chair. The chair is appointed, usually for a three-year term, by the Dean of Arts and Humanities after consultation with the faculty. The consultation is in the form of a written request from the Dean to each member of the faculty to recommend a colleague for appointment as Chair. To insure that the faculty have a contributing voice in the appointment, the Department shall, in advance of the Dean's consultation, conduct an election for a new Chair, and then urge all members of the faculty to recommend the winner of the election to the Dean.

The Department shall conduct the election according to the following procedure and schedule: In December of the academic year in which a new Chair is to be selected, the incumbent Chair shall designate an election administrator from among the faculty members who are unwilling to stand for election. In mid-January, the administrator shall ask the faculty for nominations, each nomination to be signed by two members of the faculty, no member signing more than two nominations. After the first of February, when nominations are closed, the administrator shall ask each member nominated whether he or she is willing to stand for election. The administrator shall remove from the list of nominees the names of those unwilling to so stand, and shall inform the faculty of the nominees unwilling to stand for election as well as the names of the remaining nominees.

Each remaining nominee may submit to the administrator a statement of purpose in standing for election, which statement the administrator will distribute to the faculty. The administrator shall distribute ballots to the faculty, and at a convenient period in March designated by the administrator, the faculty shall vote on the candidate standing for election. If no candidate receives a majority of the votes cast, the candidate with the fewest votes shall be removed from the voting list and the vote repeated; and that process shall be repeated until one of the candidates receives a majority of the votes cast. The administrator shall make a reasonable effort to enable absent faculty members to vote in the election(s), and their voting may be by mail, telephone, e-mail, or fax to the administrator. All other voting shall be by secret ballot, and the administrator shall announce the time and place for opening and counting the ballots, and permit members of the faculty to observe the opening and counting. The election administrator shall inform the faculty of the results of the voting.

III. Undergraduate Advising: Advising undergraduate majors and minors is a basic responsibility of the faculty, and all tenured and tenure-track faculty, except those in their first year in the Department, shall participate in it. To oversee the advising process, the

Department Chair shall appoint a Coordinator of Undergraduate Advising, whose duties are to:

- Assign each new undergraduate major or minor a faculty advisor. In doing so the Coordinator shall consider the student's request, if any, to be assigned to a specific faculty member; the area, field, or period of the student's historical interests; and equitably spreading the number of advisees among the faculty.
- Assist students in completing the *Declaration of Major* form, and advise students declaring a minor in History;
- Process undergraduate course equivalence requests for transfer credit;
- Maintain a current list of advisees and their advisors; and reassign advisees when their advisors go on leave;
- Serve as Department liaison with College and University agencies and officials concerned with undergraduate advising;
- Maintain a current file of advising information concerning undergraduate advising;
- Advise the Department and Department Chair on matters related to undergraduate advising.

Faculty advisors are obligated to keep abreast of information and procedures necessary for properly advising undergraduate majors and minors, including registration procedures, requirements for majoring or minoring in History, graduation requirements, and proper processing of forms.

IV. Curriculum Committee. The Department Curriculum Committee shall consist of five members appointed by the Department Chair. The Committee shall elect its own chair, and work according to procedures of its own devising. The primary duties of the Committee are to review proposals for new courses and for cross-listing courses at all levels of the curriculum, and make recommendations to the Department Chair concerning the proposals. The Committee will similarly review and make recommendations concerning substantive changes in the undergraduate curriculum, including changes in the organization or requirements for the undergraduate major or minor. Substantive changes in the graduate curriculum are the responsibility of the Graduate Admissions and Advisory Committee.

V. Assessment Committee. The Department Assessment Committee shall consist of six members appointed by the Department Chair. The Committee shall elect its own chair, and work according to procedures of its own devising. The primary duties of the Committee are to devise and implement tools for reviewing the undergraduate and graduate programs, conduct regular reviews using these tools, and make recommendations to the Department regarding changes to improve the undergraduate and graduate programs. The Committee

members should be aware of, and respond to, university and WASC accrediting standards and procedures regarding assessment. Such assessment is separate from curriculum development and different from student evaluations of courses, grades, or reviews of faculty performance; rather, such assessment evaluates the design of the undergraduate major and the graduate program and whether the actual outcomes (e.g., the History 496 Senior Thesis) reflect the historical skills faculty believe an undergraduate History major should attain.

Faculty Personnel Policy

Preface: This document constitutes the faculty personnel policy of the Department of History. The objectives of the policy are to ensure the professional standards of the Department; 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 Arts & Humanities as well as contractual agreements between the Board of Regents and the University of Hawaii Professional Assembly.

I. Department Personnel Committee

A. Composition and Duties:

- a. The Department Personnel Committee (DPC) shall consist of all members of the faculty who are tenured, except the Department Chair, and it shall perform such duties as are stipulated in this manual. 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 following special plenary meetings of the tenured faculty. It also makes recommendations regarding the question of whether faculty hired at the rank of associate professor are deserving of tenure.
- b. 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 (but not the Department Chair) following special meetings of full professors. This subcommittee -- the DPC Subcommittee of Full Professors -- also makes recommendations regarding the tenure of faculty hired at the rank of full professor.
- c. The composition and duties of the DPC and the DPC Subcommittee of Full Professors ensure that all promotion and tenure cases in the Department are to be voted on only by department members at and above the rank to which candidates are prospectively to be promoted. Members of both bodies have the responsibility of assuring that the scholarship, teaching, and service of such candidates are of the quality and quantity to meet criteria as stipulated in this manual. They are therefore expected to familiarize themselves with the dossiers of the candidates and attend all relevant meetings. Faculty members who are on sabbatical or other leave are eligible to serve on the bodies provided they are able to review dossiers and attend the appropriate meetings.

B. Responsibilities of Department Chair: The Department Chair shall bring relevant matters to the attention of the DPC at appropriate times. The Chair shall consult with and be advised by the DPC on matters concerning personnel policy, including tenure, promotion, and contract renewal; temporary and summer session hirings; and applications for emeritus status and for merit pay increases.

C. DPC Chair and Subcommittee Chair:

- a. The DPC shall elect its own chair annually, in April, for the upcoming academic year, and outgoing chairs shall be eligible for reelection. The DPC Chair shall consult closely with the Department Chair concerning personnel matters, policies, and actions, preside over DPC meetings, and keep the DPC informed of personnel matters. The DPC Chair shall also be responsible for keeping minutes of all actions and recommendations made by the DPC, and for making a written report of the Committee's evaluations and recommendations. The DPC Chair's written report shall reflect the majority and minority views of the tenured faculty and must be approved by the tenured faculty.
- b. The DPC Subcommittee of Full Professors shall elect its own chairperson, who must be a member of the Subcommittee and thus be a full professor. The Subcommittee may elect as its chairperson the same individual who serves as Chair of the larger personnel committee provided that he or she is a full professor, and the individual shall be eligible for reelection. The Chair of the Subcommittee shall have the same responsibilities outlined in the preceding paragraph but will handle only matters relevant to the promotion of associate professors and/or the tenure of faculty hired at the rank of full professor.

D. Procedures: The DPC and the independent Subcommittee of Full Professors shall receive and consider requests for personnel actions according to procedures adopted by their members and in accordance with all relevant language in this manual. DPC activities must be consistent with University standards and procedures as well as provisions of contractual agreements between the Board of Regents and the University of Hawaii Professional Association. The DPC and the Subcommittee of Full Professors make recommendations on all personnel matters within their jurisdiction. Procedures must provide for secret ballot voting (the two-envelope system) at all final votes on all personnel decisions, and for the orderly and confidential review of dossiers.

II. Faculty Hiring

A. Tenure-Track Appointments

1. **Authorizations:** The Department shall decide its priorities in faculty hirings by majority vote. The College will authorize the Department to hire new faculty, however, only through negotiation. Once the College authorizes a hiring, the Department shall spell out desirable subfield(s) and necessary and desirable

qualifications the successful candidate should have. If the position is to include the teaching of History 151 and/or 152, the Department will specify that fact by majority vote, the advertisement for the position will include that specification, and the individual hired shall be obligated to teach the specified course(s) regularly as needed.

2. **Search Committees:** The Department Chair shall appoint a search committee for each individual hiring. Each search committee shall consist of at least five members, one of whom the Department Chair shall designate as chair and charge with responsibility for protecting the Department's interest in the hiring. Every search committee shall, if possible, include a representative of the faculty in the area of study in which the hiring is being done.
 - a. The Department Chair shall be an ex-officio member of all search committees, and shall be responsible for advertising the position, for acting as liaison with the Dean of Arts & Humanities in matters relating to the hiring, for arranging interviews with candidates, and for negotiating contract terms with the Dean and successful candidates.
 - b. Search committees shall screen and evaluate applicants according to processes adopted by their members. Search committee members, however, 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. The committee shall select the applicants best qualified for the position as advertised, and the applicants thus selected, usually no more than six, shall be interviewed.
3. **Interviewing Candidates:** When possible, the interviews will occur at the annual convention of the American Historical Association in January, though they may occur at other professional conventions job applicants may reasonably be expected to attend. The Department Chair and the search committee chair shall, if possible, participate in the interviews, and, if possible, at least two additional members of the faculty shall do so. The Department shall hire no one for a tenure-track appointment who has not been recommended by a search committee and interviewed with positive results by at least two members of the faculty.
4. **Department Action:** As soon as practicable after the interviews, the search committee shall meet to hear reports of the interviewers; select the best three to five candidates for the position; and recommend those candidates in rank order to the Department. Before the Department meets to consider the recommendation, the Chair shall make available to the faculty the dossiers of the recommended candidates. In scheduling a Department meeting to consider the recommendation, the Chair shall permit ample time for members to study the candidates' dossiers.

If the Dean of Arts & Humanities makes available funds for one or more candidates to visit the campus, the invitation(s) shall be according to the rank

order recommended by the search committee, and the visits shall occur before the Department acts on the search committee recommendation.

Members of the faculty who vote on hirings of new faculty members obligate themselves to study each candidate's dossier, including the manuscripts and publications contained therein. Those who do not do so should excuse themselves from the vote.

At the Department meeting called to consider the candidates, members of the search committee, and the interviewers, shall report on each of the recommended candidates, detailing the qualifications and suitabilities of each, and the bases for the recommendation. If candidates have visited the campus, the faculty members shall present their impressions. The Department shall discuss the candidates, and act on the search committee recommendation by majority vote. The Department 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. The names of candidates voted unacceptable shall receive no further consideration.

In making its own ranking of candidates, the Department shall vote for a first choice of those recommended, then for a second choice, and so on through the list of acceptable, recommended candidates. In each case, the candidate with the highest number of votes shall "win," and the resulting ranking shall constitute the Department's decision in the hiring procedure.

The Department Chair shall recommend the successful candidate(s) to the Dean of Arts & Humanities, according to College directives. The Chair and the Dean shall negotiate a salary offer based on the successful candidate's qualifications and experience, and the Chair shall offer an appointment to the successful candidate. If the first choice declines, the Chair shall, in consultation with and approval of the Dean, repeat the process with the second choice, and so on down the rank order of the candidates recommended to the Dean. If no recommended candidate accepts an offer of appointment, the Department, with the Dean's approval, shall repeat the search.

B. Non-Tenure-Track Appointments

Temporary Hirings: Faculty members with temporary appointments include visiting professors, lecturers, and summer-session visitors.

- a. *Visiting professors* are members of the faculty of other institutions invited to teach in the Department, usually for a year or a semester, and usually because of their expertise in a field of study of importance to the Department. The Department shall invite visiting professors by name rather than as a result of a screening process, usually to replace a member of the faculty who is away but whose courses must be taught because of student demand. Any member

of the faculty may nominate a visiting professor, but the appointment depends upon the availability of a position and approval of the Department and of the Dean of Arts & Humanities. When positions are available, the Department encourages the appointment of visiting professors as a means of providing students with exposure to varied viewpoints and approaches to history.

- b. *Lecturers* are faculty hired to meet temporary needs. As a rule, they teach courses as replacements for regular faculty who are unavailable to teach the courses. The Department Chair shall appoint lecturers, including those who teach Outreach College courses, as the need arises and the Dean of Arts & Humanities approves, but shall do so in consultation with the DPC and, for lecturers teaching History 151 and/or History 152, in consultation with the Director of the World History Program.
- c. To qualify for appointment as a lecturer, an individual must apply to the Department in response to an advertisement for lecturers. The DPC shall screen all applicants for lecturer positions, and recommend to the Department Chair those who qualify for the lecturer pool. Only individuals who go through this application and screening process may, by University regulations, be appointed lecturers.
- d. The Department Chair shall also appoint summer session visitors in consultation with the DPC, and, for those who teach History 151 and/or History 152, in consultation with the Director of the World History Program. The Department welcomes summer school visitors as a means of providing students with exposure to varied viewpoints and approaches to history.
- e. The following order of priorities shall govern appointment of summer school visitors: (a) current and retired members of the faculty; (b) historians of distinction who are nominated by members of the faculty and who qualify to teach courses likely to draw sufficient enrollment; (c) other historians of distinction who request appointment and who meet the criteria just noted; (d) ABDs currently enrolled in the Department but no longer eligible for teaching assistantships; and (e) Ph.D. graduates of the Department who request appointment.
- f. When requested by the DPC or the Director of the World History Program in the consultation process, the Department Chair shall make available curriculum vitas of prospective lecturers and summer session visitors. The minimum qualification for lecturers and summer session visitors shall be candidacy for the Ph.D. (that is, ABD status).
- g. The Department may at its discretion accept individuals as affiliate or

cooperating members of the graduate faculty according to criteria and procedures established by the Graduate Division. It may also appoint as adjunct professors or visiting colleagues uncompensated individuals with professional qualifications similar to those of members of the Department. In appointing such individuals, the Department shall specify the rank of the adjunct professor and what if any privileges the individuals will enjoy, and the period during which the appointment will be effective.

III. Contract Renewal

A. For Untenured, Tenure-Track Assistant Professors

1. **Purpose:** The DPC shall conduct contract renewal reviews of untenured, tenure-track faculty as specified in University directives and in this document. The purpose of the reviews are to protect and enhance faculty quality, and to assist untenured faculty through the process. The review shall focus on the professional activities and achievements through which faculty members earn tenure and promotion. It therefore encourages quality in scholarly productivity, distinction in professional activity, excellence in teaching, and collegiality in service.
2. **Procedures:** The Department Chair shall notify the DPC Chair and individual faculty members of pending contract renewal reviews. The faculty member shall then compile an application of materials documenting activities and achievements that justify contract renewal.
 - a. These materials shall contain such things as the following:
 - Copies of publications, manuscripts submitted for publication, and unpublished papers delivered at professional conferences;
 - Reviews of publication, evaluations of unpublished manuscripts; and unsolicited letters commenting on conference presentations;
 - A statement of ongoing research and writing, including comment on the progress being made toward publishing a scholarly book of sufficient quality to help the candidate qualify for tenure and promotion. This is especially important because tenure and promotion depend upon the publication of such a book;
 - A statement of past, present, and planned professional activity, and of professional recognition, including awards, grants, and other marks of professional distinction;

- Information concerning classes taught, teaching load, and class enrollments; and copies of representative course syllabi indicating the nature and content of the courses taught;
 - Evaluations of teaching as specified below. Candidates may also request teaching assistants who have observed their teaching to address written evaluations to the DPC;
 - A list of service activities in the Department, the University, and the community, including committee assignments, speaking engagements, and other activities, and evidence of recognition or commendations for such activities.
- b. Both tenured and untenured faculty are obliged to define the status of their monographs and other scholarly endeavors according to terminology provided by the *American Historical Association Statement on Standards of Professional Conduct*. In other words, faculty are expected to define their written work as “published,” “in press,” “forthcoming,” “under contract to,” or “submitted and under consideration.” A manuscript that is “in press” is fully copyedited and out of the author’s hands; a “forthcoming” manuscript is a *completed* work that has been accepted by a press or journal; “under contract to” refers to a work whose final version has not yet been submitted to a press. For further clarification of the definitions, see the *Statement* itself.

3. **Evaluation of Teaching.** The Department encourages excellence in teaching and shall use contract renewal, tenure, and promotion processes to that effect. Untenured faculty shall have student evaluations completed in all classes each year until tenure is granted. Candidates may use their own or a departmental or University evaluation form, but the form must require an overall quantifiable evaluation on a scale of 1 to 10.

- a. Students shall complete teaching evaluation forms in class, and the candidate shall designate a student or someone else to collect the completed forms and deliver them to the Department Chair. The Chair shall make the evaluations available to the candidate, who may duplicate them, but the originals must remain in custody of the Chair, who shall include them in contract renewal applications. In addition, the DPC Chair shall ask one or more members of the DPC to write summary evaluations of student evaluations for inclusion in the application, and the candidate for contract renewal may ask one or more members of the tenured faculty to do the same thing. When tenure is granted, the Chair will turn over the student evaluations to the candidate.
- b. Beginning in the second year of service, candidates for contract renewal shall

invite at least one member of the DPC to observe their teaching on at least two occasions each year until tenure is granted. The observer shall be a different individual each year, and each observer shall submit to the DPC Chair and to the candidate a written report of each class visitation, and the DPC Chair shall include the reports in the contract renewal dossier. The observer shall consult with the candidate before the visitation, and afterwards discuss with the candidate the evaluation of the teaching performance.

4. **Evaluation:** The DPC shall evaluate the completed application according to procedures of its own devising, and on the basis of the evaluation recommend contract renewal or termination. The Committee's recommendation, written by the Chair, shall describe the candidate's strengths and weaknesses, if any, as evaluated by the Committee, and comment on actual or potential problems that might affect the candidate's tenurability. The letter shall also reflect the vote and the sentiments expressed in Committee deliberations. The candidate can read and may reply in writing to the written recommendation, and both the recommendation and the reply, if any, shall be part of the record of the contract renewal forwarded to the Dean of Arts & Humanities.

In contract renewals, as in tenure and promotion, the Department Chair shall make a written evaluation and recommendation, which the candidate can read and may reply to in writing; and the recommendation and reply, if any, shall be a part of the record of the contract renewal forwarded to the Dean of Arts & Humanities.

Once this process is complete, the DPC shall return to the candidate all materials in the dossier supplied by the candidate.

5. **Guidelines.** In reviewing and evaluating applications for contract renewal, the DPC shall adhere to the following guidelines:
 - Contracts are renewed in accordance with the BOR-UHPA agreement. The faculty member's performance should be assessed for strengths and weaknesses and whether or not the future need of the Department will be met. "Future need" must be established, that is, the Department's need for services that can be supplied by the faculty member's professional, academic, and personal achievements. However, a positive assessment does not necessarily assure renewal of appointment.
 - When recommendations of the DPC and Department Chair are contradictory—one recommending contract renewal and the other contract non-renewal—the Committee and the Chair may consult and endeavor to agree on a recommendation. The resulting separate recommendations shall be shown to the candidate, who may reply. Then all the letters shall be forwarded to the Dean of Arts & Humanities (per Article XII, E2, p. 22).

- Annual contract renewals generate paper trails. Repeated unqualified recommendations for contract renewal may make it difficult later to justify denial of tenure, should denial become necessary or desirable. Votes for contract renewal are not votes for tenure, especially if accompanied by statements of perceived problems the candidate must correct. One purpose of the review process is to identify such problems, if any, in order to assist candidates in overcoming them. Letters of the DPC Chair and the Department Chair recommending renewal should, therefore, candidly note actual or potential problems that might jeopardize tenure and promotion.
- Because the time is too short for candidates to compile substantial records of teaching and other professional activity, reviews of contract renewals for the second appointment will necessarily be limited in depth. The second-year review must be done early (in the fall semester) if the Department has reason to believe it will terminate the faculty member in the second year. Notice must be given by January 15. After two completed years, in the spring the candidate must receive a year's notice of termination if the Department's recommendation is negative. (See the memorandum, September 1977, directed to Dean, "Timeliness for Contract Renewal.")
- This decision—whether the fourth-year contract renewal will be terminal—is a basic one in the evaluation of untenured faculty members. The DPC shall use the occasion to conduct a thorough evaluation of the candidate, which thoroughness shall characterize all subsequent contract renewal reviews. In making the decision the DPC in the spring review shall require the candidate to provide concrete evidence of progress toward qualifying for tenure and promotion, including evidence of progress toward publishing a monograph of sufficient quality to qualify for tenure and promotion. Members of the DPC shall read the manuscript of the monograph just mentioned, and candidly assess the candidate's prospects for meeting the publication requirement for tenure and promotion. The candidate is encouraged to supply the committee with evidence of the publication status of the manuscript, including unfavorable evaluations and/or publication rejections, if any. The Committee shall offer advice and assistance to candidates deemed to have actual or potential difficulties in eventually meeting the requirements for tenure.
- According to University procedures, assistant professors should qualify for tenure and promotion by the end of five years of probation. Those who fail to do so must request extensions of the probationary period, and may receive extensions up to two additional years. At the end of the fifth and sixth years of probationary service, candidates who ask for contract renewal rather than tenure and promotion shall explain to the DPC why they are unprepared to apply for tenure and promotion; and the DPC Chair shall note the explanation in the Committee's recommendation concerning contract renewal.

- B. For Faculty Members Appointed at the Rank of Associate or Full Professor**
Faculty members appointed at the rank of associate or full professor must undergo contract renewal reviews until receipt of tenure. The Department will make appointments at these ranks only on the basis of demonstrated distinction in scholarship and teaching, and assumes that the contracts of such appointees will be renewed.

IV. Tenure and Promotion

Preface: This section constitutes departmental guidelines for recommending faculty members for tenure and promotion. The guidelines are consistent with relevant provisions of the contract between the University and the faculty union, the University's *Criteria and Guidelines for Tenure/Promotion Application*, and the Department's *Faculty Personnel Policy*. Those documents encourage candidates for tenure and promotion to consult the Department Chair and the Department Personnel Committee (DPC) Chair concerning the application process.

A. Tenure and Promotion to Associate Professor

1. Procedures, Criteria and Considerations

- a. Untenured assistant professors in tenure-track positions may apply for tenure and promotion to associate professor after a probationary period, and must apply after a probationary period of not more than seven years. University policy stipulates that assistant professors who apply for tenure must also apply for promotion, and denial of promotion will automatically result in denial of tenure by the University.
- b. Applicants for tenure and promotion to associate professor must demonstrate achievement in professional development, including research and publications, in teaching, and in service, and the demonstration must be of sufficient quality and quantity to merit promotion to associate professor. Applicants must also demonstrate an ongoing pattern of professional growth that promises continued professional development and eventual achievement of professional distinction.
- c. The Department Personnel Committee will recommend tenure only if it concludes that the candidate is a productive, valuable member of the faculty; that the candidate's professional growth and value to the Department will continue; that the Department has long-term need for a faculty member with the candidate's specific combination of qualifications, expertise, and abilities; and that the Department could not fill the candidate's position with a substantially better historian by denying tenure and searching for a replacement.
- d. Because granting tenure involves a long-term commitment, the candidate must make a positive case for tenure. The Department Personnel Committee does

not have to make an opposite case to recommend denial of tenure. The candidate must have a Ph.D. or equivalent, and must have been in the Department long enough to satisfy the University's minimum probationary requirement. The satisfaction of such minimum qualifications is not, however, sufficient basis for recommending tenure and promotion to associate professor. Nor is competence in all areas, or superior performance in one area of activity or responsibility, a substitute for superior performance in all areas of activity and responsibility.

- e. Assistant professors seeking tenure and promotion to associate professor must demonstrate that they are well on the way to becoming established scholars in one or more fields of history. Peer-reviewed publications are the indispensable means of demonstrating that. The Department interprets the publication requirement for tenure and promotion to associate professor to mean, at the minimum, that a candidate must have written a scholarly book *of acceptable quality* that has been published, or accepted as ready for publication (i.e. forthcoming, see III, Paragraph A.2.(b), p. 15) on the basis of refereed evaluations by a recognized publisher. Other forms of publication and scholarly activity supplement and enhance the candidate's application, but they do not remove this minimum requirement.
- f. Assistant professors seeking tenure and promotion to associate professor must have and must document a commitment to teaching, and must demonstrate increasing effectiveness and accomplishments as teachers. They must also have and must document records of meaningful service to the Department, the University, and the community.

2. Applications

- a. **Intent to Apply:** Assistant professors intending to apply for tenure and promotion should notify the Department Chair and the DPC Chair as soon as possible, preferably before the end of the academic year prior to applying. The Department Chair will notify candidates of application deadlines, of relevant Department and University regulations and procedures, and answer queries concerning applications.
- b. **Dossier:** In addition to the materials required by the University's *Criteria and Guidelines for Faculty Tenure/Promotion Application*, the candidate shall assemble for DPC review a dossier of the following *kinds* of materials:
 - Copies of publications and manuscripts accepted for publication;
 - Reviews of published materials, readers' reports on unpublished materials, and copies of papers presented at scholarly conferences;

A teaching evaluation appendix that includes a statement of the candidate's aims as a teacher; a self-assessment of the candidate's teaching; information on classes taught, including teaching load, class size, and status of courses taught (lower-division, upper-division, or graduate, required or elective); evidence of commitment to and success in teaching, including sample course syllabi and other materials that evidence the nature and content of courses taught; evidence of revisions to update or improve courses; student evaluations and summaries of the evaluations by one or more of the candidate's peers as described above in connection with contract renewal; peer evaluations of teaching based on class visitation as also described above; evidence from graduate assistants who have worked with the candidate; a statement of the candidate's involvement in the graduate program.

- Documentation of the candidate's service activities that includes letters of commendation or recognition for service rendered; copies of programs on which the candidate appeared; evidence of other services performed; a list of all service on Department, College, and/or University committees; and other evidence of participation in Department, College, or University governance.
- c. Both tenured and untenured faculty are obliged to define the status of their monographs and other scholarly endeavors according to terminology provided by the *American Historical Association Statement on Standards of Professional Conduct*. In other words, faculty are expected to define their written work as "published," "in press," "forthcoming," "under contract to," or "submitted and under consideration." A manuscript that is "in press" is fully copyedited and out of the author's hands; a "forthcoming" manuscript is a *completed* work that has been accepted by a press or journal; "under contract to" refers to a work whose final version has not yet been submitted to a press. For further clarification of the definitions, see the *Statement* itself.

3. Evaluation of Applications

- a. The Department delegates to the DPC the function and responsibility for evaluating and making recommendations on applications for tenure and promotion to associate professor. The DPC is constituted and functions according to provisions of the Department's *Faculty Personnel Policy* document. The Committee consists of the tenured members of the Department who elect their own chair annually, and outgoing chairs are eligible for re-election.
- b. The DPC shall evaluate applications for tenure and promotion to associate professor according to procedures adopted by its members and consistent with this document and with other relevant University regulations. Committee

members obligate themselves to read and weigh the body of materials submitted by a candidate, including the candidate's scholarship, and to recommend approval or disapproval of the application on the basis of informed assessments of those materials and in accordance with standards specified in this document. The Department charges the DPC with responsibility for assuring itself that the candidate's scholarship is of the quality as well as the quantity to meet the criteria noted in Section IV-A-1e above.

- c. To assist the Committee in its evaluations, the DPC Chair shall solicit external evaluations of the applicant's scholarship. The solicitation and handling of the evaluations shall accord with the University's *Criteria and Guidelines for Faculty Tenure/Promotion Application*. To secure external evaluations, the DPC Chair shall ask the applicant to provide in writing the names of three to five respected scholars in her or his field outside the University of Hawai'i. The DPC Chair shall also solicit an equal number of scholars in the candidate's field with the advice and assistance of other members of the Department if necessary.
- d. Drawing equally from each of the two categories, the DPC Chair shall contact two or three scholars who agree to provide candid evaluations of the applicant's scholarship, and ask them to make such evaluations. The Chair shall send the evaluators copies of the candidate's published and unpublished scholarship and curriculum vitae. The Chair shall NOT ask the evaluators whether the applicant should be tenured and promoted at their institution, but will inform them that their evaluations will be used in assessing the candidate's application for tenure and promotion. The applicant's dissertation advisor shall NOT be among those asked for an evaluation. The DPC Chair shall place all solicited evaluations in the dossier, and keep them confidential from the candidate.
- e. Candidates are permitted to supply a "No Contact" list of up to two people which the DPC shall consider binding.

4. DPC Decisions

On the basis of the materials available to it, the DPC shall judge applications for tenure and promotion. The DPC Chair shall make a written report of the Committee's evaluation, which report the DPC Chair will clear with the DPC. In this report, the DPC may include a recommendation (determined by majority vote and the use of secret ballots), which shall in each case constitute the DPC's decision. The candidate can read, and may reply in writing to, the report; and the Department Chair will make the report and the written reply, if any, part of the record of the application forwarded to the Dean of Arts & Humanities.

5. Responsibility of the Department Chair

- a. The Department Chair shall make a separate written assessment and

recommendation on each candidate for tenure and promotion to associate professor, which the candidate can read, and may reply to in writing; and the Chair's assessment and recommendation, plus the written reply, if any, shall be part of the record of the application forwarded to the Dean of Arts & Humanities. In making the assessment and recommendation, the Chair shall take cognizance of and comment on any significant disparity between the Chair's and the DPC's assessment and recommendation.

- b. The Department Chair shall forward the completed application and recommendations to the Dean of Arts & Humanities. When that is done, the Chair shall return to the candidate all materials supplied by the candidate which are not part of the application itself.

B: Promotion to Full Professor

1. Procedures, Criteria and Considerations

- a. The process of applying for full professor shall be the same as applying for promotion to associate professor described above. The candidate must complete the University application form, supply the same kinds of supporting materials and documentation, and the review process by the DPC and the Department Chair shall be the same.
- b. The difference between the two processes shall be in the levels of achievement demanded of applicants. An associate professor applying for promotion to full professor must document scholarly achievements that make the applicant professionally recognized in one or more fields of history. Publication of scholarship in books, articles, and other forms is the basic and indispensable means of documenting that achievement. The Department interprets this requirement to mean, at a minimum, that the applicant must have two scholarly books of acceptable quality published or in-press on the basis of refereed evaluations by a recognized press. For purposes of this requirement, "book" is normally defined as a work of scholarship wholly written by the applicant.
- c. Though the publication of two scholarly books is the norm for promotion to full professor in the profession of history, the Department recognizes that in rare and exceptional cases faculty may produce the scholarly equivalent of such a work. The equivalent to a second major monograph might include five or six substantial articles published in the profession's most highly regarded journals (like the *American Historical Review*), or a smaller number of such articles plus an impressive array of widely respected edited or co-authored books, major translations, articles in books, web projects, and/or other significant scholarly endeavors. Regardless of its exact content, this second body of scholarship should reflect a conspicuous pattern of consistent, sustained, and significant research in one's primary field of study since he or

she received tenure, and should be based on extensive research into primary sources. It should also be published and have had an identifiable impact on one's field or discipline. The burden of convincing the Department that one's scholarship is indeed equivalent to a second major monograph will lie with the candidate. The Department will not need to make the opposite argument to recommend denial of promotion. The entire body of work will be sent to senior scholars in one's primary field of study, who will be asked whether the work constitutes the equivalent of a second significant monograph published by a reputable press.

- d. The applicant must also demonstrate active involvement in professional activities, a willingness to use professional competence in the service of the profession, the University, and the community; and a mature level of performance and achievement as a teacher, including the versatility to teach at all levels of the Department's instructional program. These things the applicant must document with the same kinds of materials listed in the section above on tenure and promotion to associate professor.

V. Five-Year Review

- A. Procedures:** The University, through the Dean of Arts & Humanities, mandates that the Department Chair periodically review the performance of each tenured faculty member, generally once every five years. Upon notice from the Dean of Arts & Humanities, the Chair shall notify a candidate of an impending review. The candidate shall then submit to the Chair a record of his or her teaching, research, service, and other professional activities and accomplishments, emphasizing those since the last previous promotion or Five-Year review.
- B. Assessment and Criteria:** The review shall consist of an assessment of the candidate's record by the Department Chair, which assessment the Chair shall write and forward to the Dean of Arts & Humanities. The written assessment shall, among other things, remark on the candidate's performance in the following areas: research, publication, teaching, service, and other professional activity, including current, on-going activity.

Policy on Teaching Workload

Preface: This document constitutes Department policy on teaching workloads of tenured and tenure-track faculty members. Its purpose is to define teaching workloads consistently with the *College of Arts and Humanities Teaching Workload Policy*, dated October 22, 2013. The policy seeks to balance Departmental, College, and University needs in terms of course offerings; the desire of faculty to teach in their fields of specialization; the demands on faculty to research, publish, and engage in other professional activity; and the desirability of equity in faculty workloads.

- A. Teaching Responsibilities:** Faculty members shall have maximum leeway in formulating their individual teaching schedules consistent with the needs of and demands upon the Department. The Department recognizes its obligation to offer courses that fulfill specific University and/or Department needs.
1. Lower-division and required courses are hereby defined as any 100- or 200- level History course; History 396, History 496, and History 602.
 2. Each faculty member teaching full time shall offer to teach at least one lower- division or required course per academic year to fill the demands of the teaching schedule or requested to do so by the Department Chair when preparing the schedule. In completing the yearly scheduling request form circulated by the Chair, each full-time teaching faculty member shall list at least one of these courses among the options he or she is prepared to teach.
 3. At times of contract renewal, tenure, promotion, merit pay increase, and post-tenure review, the Department Chair, the Chair of the DPC, and the DPC as appropriate shall, in evaluating faculty members, comment on the contributions each member has or has not made in matters of teaching, including willingness to contribute and contributions actually made to the teaching of lower-division and/or required courses as defined in paragraph A.1 above. Such comments shall be in writing and included in any report relating to the personnel action.
- B. Workload - Contact Hours:** The Department is committed to equity in workloads, and defines teaching workloads in the context of the total responsibilities the University imposes on faculty members and the differing ways individual faculty members fulfill those responsibilities. In the Department, these responsibilities include obligations to engage in research and to publish regularly; to teach courses in one's field; to remain abreast of the literature in one's field; to be active in professional affairs; to participate in the graduate program as necessary; to teach lower-division and/or required courses; and to participate in service to the Department and the University. The Department will determine the teaching workload of individual faculty members in conjunction with an

assessment of the individual's achievement and on-going activity in areas of non-teaching responsibilities.

- 1. Policy Guidelines:** Current Board of Regents policy defines faculty workloads at the University as equivalent to teaching 24 contact hours per annum (a 4-4 teaching load). In designating the Mānoa campus as a graduate research institution, the Regents assigned important non-teaching responsibilities to the faculty. In acknowledging those responsibilities, the Regents defined each faculty member's teaching responsibilities as equivalent to 18 contact hours per annum (a 3-3 teaching load), and established criteria of scholarly, professional, and other activity by which the University might authorize reductions in actual teaching loads below 18 contact hours. Based on those criteria, the College of Arts & Humanities has defined the standard teaching load of College faculty as 15 contact hours per annum (a 2-3 or 3-2 teaching load) for everyone who meets specified levels of professional activity and achievement. The College has mandated the Department to establish specific criteria and procedures for assigning individual teaching loads of other than 15 contact hours per annum.
- 2. Departmental Procedures:** The Department Chair, in consultation with and upon the advice of the Department Personnel Committee, shall specify the teaching load of individual faculty members by an annual review completed before the Chair prepares the teaching schedule for the upcoming Fall semester. In conducting the annual review, the Chair and the Personnel Committee shall assume that every faculty member meets the College criteria for teaching 15 contact hours per annum; except that the Chair shall bring to the Committee's attention anyone the Chair believes does not meet those criteria and should thus teach 18 contact hours per annum (a 3-3 teaching load). Faculty members who consider themselves eligible to teach the College minimum of 12 contact hours per annum (a 2-2 teaching load), according to criteria outlined in paragraph B.3 below, may apply to the Department Chair for the reduced teaching load by submitting with the scheduling request form a curriculum vita that highlights new and ongoing research activities in the past year and current committee or service work meeting the criteria. The Chair shall bring the application to the Personnel Committee for review and recommendation. Faculty members who fail to apply for the reduced teaching load shall teach 2-3 or 3-2 courses per year. No member of the DPC shall participate in the DPC consideration of his or her own workload.
- 3. Departmental Criteria:** In specifying individual teaching loads of other than 15 contact hours per annum, the Department Chair and the Personnel Committee shall adhere to all of the following criteria:

- Teach one lower-division and/or required courses as defined in A.1.
 - Maintain an active research agenda, as evidenced in grants, research travel, conference presentations, and publications; regular activity of this type should be visible on an updated curriculum vitas submitted annually with the teaching request form.
 - Be actively serving on departmental or university committees (standing or ad hoc) or hold an administrative or editorial position for which the Dean, University, or Department has authorized a course reduction.
 - Other provisions of this document to the contrary notwithstanding, tenured faculty members who publish no significant scholarship opt thereby to fulfill their responsibilities to the Department by teaching, and shall have teaching loads of 18 contact hours per annum (a 3-3 teaching load). “Significant scholarship” shall be measured by the criteria used for graduate faculty status as defined in the Graduate Division Manual.
- 4. Teaching Less than 12 Contact Hours:** Because the minimum teaching workload in the College is 12 contact hours per annum, the Dean of the College must approve all teaching loads below that minimum. The Department will permit such teaching loads only by position-categories, as follows:
- The Department Chair shall be obligated to teach 6 contact hours per annum (a 1-1 teaching load).
 - Faculty members with 11-month .5 FTE administrative appointments outside the Department shall be obligated to teach 6 contact hours per annum (a 1-1 teaching load).
 - The Graduate (Associate) Chair shall receive a reduction of one course (3 contact hours) per semester below his or her regular teaching workload.
 - Faculty members with joint appointments in another department shall be obligated to teach 6 or 9 contact hours per annum in the Department, depending upon their obligations to the other department.
 - It shall be Department policy to accommodate all requests for LWOPs, sabbaticals, and grants that include provisions for temporary or one-time reductions in faculty teaching workload.
- C. Workloads--Class Enrollment:** The Department considers equity in teaching workloads a matter not only of contact hours but also of class size and total enrollments in a faculty member's courses and seminars.

1. The Department Chair shall enforce University policy that undergraduate courses with enrollment of fewer than 10 students and graduate seminars with fewer than 3 students shall generally be canceled. The faculty member teaching a canceled course or seminar shall make up the lost teaching credit the next semester he or she would regularly teach 2 courses. The Department Chair shall actively discourage the scheduling of courses and seminars likely to be canceled because of small enrollment.
 2. No faculty member shall limit enrollment in a graduate seminar to less than 10 students, nor in any undergraduate class to less than 30 students except courses designated writing intensive (WI), which the University limits to 20 students; except that the University scheduler may schedule given classes in rooms that seat fewer than 30 students.
- D. World History Courses:** Because of the centrality of History 151-152 in the Mānoa Foundations core curriculum, the Department shall endeavor to reward faculty members who teach those courses voluntarily and regularly, and those who participate in Foundations learning communities. Among the incentives shall be priority in scheduling teaching days (preferences for MWF or TR schedules) and teaching hours (avoidance of unpopular hours), as well as due consideration given in personnel reviews (e.g., note made of exemplary teaching contribution in DPC and chair's reports).
- E. Teaching Evaluations:** The Department encourages all faculty members to have their teaching evaluated regularly. Evaluation procedures for faculty seeking contract renewal, tenure, and/or promotion are specified in the Department's Faculty Personnel Policy. Faculty seeking merit pay increases and faculty undergoing post-tenure review shall submit evaluations of their teaching. Such evaluations may be by students on departmental, University, or other evaluation forms, by peers based on classroom visitations, or by some combination of these methods. In the written report evaluating a faculty member undergoing post-tenure review, the Department Chair shall comment specifically on how and with what results the faculty member has his or her teaching evaluated and with what results.

[Approved by Department, November 7, 1995]
[Revised 5/7/02]
[Updated language 4/9/03]
Rev. 8/31/2010

Policy on Space Usage and Allocation

Preface: This document constitutes the policy on space usage and allocation in the Department of History. The purpose of the policy is to provide for the fair, effective, and professionally responsible use of the physical space controlled by the Department. Procedures for determining and implementing space policy shall be as open and responsive as possible to the many and different needs and interests of the faculty, staff, and others who constitute the Department.

A. Overall Departmental Priorities: Space allocations described in this document shall conform to the following priorities:

1. The needs of the active faculty shall have first priority in all allocations of space.
2. Large offices as specified in Paragraph D below shall be assigned to active faculty only.
3. The present allocation of space for other than faculty offices is hereby approved. In addition, the Department Chair shall set aside the following space for the purposes specified: (1) a small office for irregular usage, including make-up exams for all students, preliminary conferences for MA and PhD students, MA and PhD comprehensive exams, MA oral exams, MA thesis defenses, PhD oral exams, and if necessary PhD dissertation defenses; (2) a large office for a departmental seminar room, which room shall be used exclusively for history classes and seminars; and (3) an office for senior graduate students writing dissertations.
4. *After* the priorities specified in sub-paragraphs A.1., A.2., and A.3. above have been met, the Department shall *then* endeavor to provide small offices, on a shared basis if necessary, for emeriti professors. Retired faculty will be expected to share with another retired faculty member.
5. *After* honoring all requests for office space for emeriti faculty on a shared basis, the Department may *then*, on a space available basis, honor requests for shared office space for retired faculty without emeritus status.
6. *After* honoring all requests for office space for retired faculty, the Department may *then*, on a space available basis, honor requests for office space for academics whom the Department has designated visiting colleagues or adjunct professors as specified in the Faculty Personnel Policy document.
7. *After* honoring all requests for office space for visiting colleagues and adjunct professors, the Department may *then* honor requests, in addition to those

specified in sub-paragraphs A.3. above, for office space for senior graduate students writing dissertations.

- B. Responsibilities of the Department Chair:** The Department Chair is responsible for supervising the use and allocation of all space under control of the Department. The Chair shall assign offices to faculty and teaching assistants; receive and if possible honor faculty requests to change offices; oversee the conversion of existing space from one use to another as approved by the Department; insure the appropriate use of public spaces in the Department, including the Department offices and storage rooms, the Conference Room, the Library, the Lounge, the Computer Room, and the World Civilizations Resource Center; and, on space available bases consistent with policies of the College of Arts and Humanities, provide office space for emeriti and other retired faculty, for adjunct faculty and visiting colleagues, and for graduate students writing dissertations.
1. The Department Chair shall provide at least one shared office for doctoral candidates writing dissertations as specified in sub-paragraph A.3. above and as detailed in this sub-paragraph. Doctoral candidates may apply to the Chair for space in the office indicated, and shall be eligible for such space no more than two academic years. When more doctoral candidates apply for such space than there is space available, the Chair shall refer the applications to the Department Space Committee. Except as specified in sub-paragraph A.3. above, the Space Committee shall approve space for use by doctoral candidates only after all other space needs, including those of emeriti and other retired faculty, have been accommodated.
 2. The Department Chair shall represent the Department in negotiating matters of space policy with the Dean of the College of Arts and Humanities and other University officials.
- C. Department Space Committee:** The Department Space Committee shall consist of the Department Chair and five other members of the faculty appointed by the Chair. The Department Chair shall be ex-officio chair of the Space Committee, which Committee shall reflect the professional and personal diversities of the faculty. The Committee shall meet at the request of the Chair, and shall advise the Chair on all matters of space policy, including requests for space allocation, and the Chair shall accept the Committee's advice on all matters within its jurisdiction.

The Space Committee shall conduct periodic reviews of space usage in the Department, and may recommend conversion from one usage to another. All conversions of space from one usage to another, such as converting a faculty office into a seminar room, shall require approval of the Space Committee and of the Department.

D. Faculty Requests for Office Changes: Faculty members who desire to change offices may petition the Department Chair in writing, stating the reasons for the requested change. When the requested office is available, the Chair shall grant the request. The Space Committee shall decide between competing requests for an available office. When the competing requests are for one of the large offices (rooms B201, B202, A401, A402, B402 in Sakamaki Hall), the Space Committee shall decide among them on the basis of demonstrated professional need according to the following priorities:

- First: major on-going editorial responsibilities for a scholarly journal or other publication; people who were editors and are no longer doing editorial work may be vulnerable to changes in office;
- Second: large, on-going research projects or professional service responsibilities that necessitate increased space for such things as consultation, student assistants, office equipment, and file cabinets;
- Third: continuing service responsibilities to the Department, such as undergraduate advising, that create heavy student traffic, storage files, and the like;
- Fourth: on-going scholarly research by members of the faculty with strong records of publication.

When all requests for large offices cannot be honored, the Committee shall rank the requests not honored, and the Chair shall honor the ranking when the next large office becomes available. The Committee may change the ranking as individual faculty members bring their changing space needs to the attention of the Committee.

E. Office space for Emeriti and Other Retired Faculty: In recognition of the past contributions and continuing value of its emeriti and other retired faculty, the Department shall endeavor to provide office space for such faculty who desire and need such space. The endeavor, however, shall be contingent upon the availability of space and in accordance with College policy on space usage. To retain office space in the Department, an emeritus or other retired faculty member must use the space regularly; the Department specifically will not provide space to be used chiefly or solely for the storage of books.

Faculty members approaching retirement may petition the Chair for the use of office space in the Department following retirement, subject to the above conditions. The Chair shall honor the request if space is available; if space is not available the Chair shall, if the faculty member so requests, keep the petition on file and honor it if and when space becomes available. The Chair shall honor such backlogged requests on a first-come, first-served basis, subject only to the

conditions that the requests of emeriti shall be honored before those of other retired faculty.

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