

APPROVED:

James D. Kinda 3/14/2017  
UHPA  
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Maui 2/17/17  
Maui Chancellor's Office  
Date

**Date**  
**COLLEGE OF EDUCATION**  
**Kinesiology and Rehabilitation Science**  
**Department Personnel Committee**  
Fall 2013 (rev 07/27/16)

**Faculty Tenure/Promotion Procedures**

- I. Department Personnel Committee (DPC) selection
  - A. Committee shall be comprised of five full-time tenured faculty members.
  - B. All members shall be selected from Bargaining Unit 7.
  - C. Members shall represent all classifications held within the KRS full-time faculty, including a Specialist, if candidate holds a Specialist Rank.
  - D. If the department has fewer than five (5) eligible tenured Faculty Members who are available (i.e., no on leave of absence) to serve on the DPC, then the Dean may constitute a Faculty Personnel Committee in consultation with the Department Chair. This ad hoc Faculty Personnel Committee will be made up of all UH-Manoa tenured Faculty Members with an appointment of .25 FTE or greater in the department, and additional tenured Faculty Members from academic departments within the College of Education. Not eligible are Faculty Members serving as Department Chair of the involved department, or Faculty Members holding Executive/Managerial appoints. The Dean and the Department Chair will generate a list of people qualified and willing to serve on the DPC. The Dean shall appoint members of the DPC from outside the Department.
  - E. The candidate will review the list of members of DPC and can request that a member be removed to the KRS Chair.
  
- II. Election of members
  - A. Election shall be by secret ballot by KRS faculty.
  - B. Members shall be elected annually before September 15.
  - C. DPC Chair shall be elected by the committee from among its members.
  
- III. Process for Soliciting Letters from External Reviewers

*Ethically it is unacceptable for the candidate to contact optional external reviewers before or during the Tenure and Promotion process.*

  - A. The applicant will generate a list of a minimum of five names of respected scholars in the discipline at a research university who are not employed by the University of Hawai'i System. The DPC and Department Chair will select a minimum of five additional external reviewers in order to procure an adequate pool for evaluation (e.g. 10 total per candidate pool).
  
  - B. In selecting external reviewers, the following criteria will apply:
    1. External reviewers must be of higher rank than the candidate and from a research university.

2. External reviewers must not be a professional with whom the candidate has a close working or personal relationship.
- C. The DPC chair will contact the prospective reviewers to determine their willingness to serve. If fewer than four reviewers agree to serve as external reviewers the DPC and KRS Chair will contact an additional list of external reviewers who meet the KRS minimum qualifications for external reviewers until three to five reviewers agree to serve.
- D. After receiving an indication of a willingness to serve, the DPC chair will send to the external reviewers the candidate's curriculum vitae, selected reprints of the candidate's major publications, and a copy of the KRS DPC Criteria for Promotion and Tenure and a copy of UHM Criteria for Promotion and Tenure. The candidate may also choose to submit a 3-5 page narrative to include in this packet that describes the research agenda that reflects the publications submitted.
- E. A minimum of four external reviewers will be required.
- F. External reviewers will be selected from "in kind" (i.e. Research 1 or institutions of similar status, when research focus is limited to very specific disciplines) Universities. This shall be considered minimum requirements of external reviewers along with limitations listed above in section B.
- G. External reviewers will send their evaluations to the DPC chair.
- H. The names of external reviewers and their evaluations are confidential. The evaluations are not shown to the candidates at any time.

**IV. Delivery of documents to applicant**

**A. Essential documents to be transmitted:**

1. UH-Mānoa Criteria and Guidelines for Faculty Tenure/Promotion Application
2. KRS Department Contract Renewal and Tenure/Promotion Guidelines and Procedures
3. UHPA Agreement
4. Acknowledgement Form of receipt of documents #1-3

**B. Disposition of essential documents and acknowledgment form**

1. All essential documents shall be provided by the KRS Chair.
2. Applicant shall acknowledge receipt of all essential documents by signature on the Acknowledgement Form.
3. Copy of the Acknowledgement Form is placed in the applicant's personnel file in the KRS Department.
4. Copy of the Acknowledgement Form is placed in the DPC Chair's file.

**V. Procedures related to the applicant for Tenure/Promotion**

**A. Deadlines for submission of Tenure/Promotion application**

1. COE Dean will provide the following documents to the KRS Chair, which will include the essential timetables and deadlines: "Tenure and Promotion Procedures and Timetable" and "Deadlines for Personnel Actions and Contract Renewal."

2. Within the timetables mentioned in IV.B.1, the DPC Chair and the KRS Chair shall develop an "Intradepartmental Timetable."
3. A copy of the Intradepartmental Timetable shall be given to the applicant and each DPC member within one week from the time the documents are received from the College Dean.
4. All time requirements must be met by all concerned.

- B. Disposition of the completed Tenure/Promotion application
  1. Applicant shall personally deliver eight copies of his/her contract renewal or Tenure/Promotion application to the KRS Department Chair.
  2. KRS Department Chair shall transmit the completed applications to the DPC Chair.
  3. When the applications are accepted by the DPC Chair, it will be placed in a secured location for review by the DPC members and the KRS Department Chair.

**VI. Initial DPC Review**

- A. All DPC members shall be in attendance for the first review of the materials.
- B. All DPC members shall bring their written review of applicant's application to the DPC meeting.
- C. Except for committee procedures, all discussion shall be limited to the application, each committee member's review of the application, and the collegiality of the candidate for Contractual Renewal and Tenure (see I-Faculty, Guidelines for Contract Renewal, Tenure/Promotion: Present and Future Value, IV, Part B, Collegiality).
- D. The committee may suggest revisions of the application for purpose of clarity, accuracy, and/or format. The DPC Chair will give any requests to the applicant in writing along with a deadline for return of the application. The applicant may decide to accept or reject these recommended revisions.
- E. Following the meeting, the DPC Chair shall summarize the DPC's first review. Upon agreement of the DPC, the DPC Chair shall then transmit the written recommendations to the applicant.
- F. The DPC will review the letters of evaluation from the external reviewers; these confidential review letters or any related information will not to be shared with the applicant at any time.

**VII. Subsequent DPC meeting/s and final review**

- A. All DPC members shall be in attendance in person (as much as possible) or electronically (e.g., Skype, Blackboard/Collaborate, etc).
- B. Except for committee procedures, all discussion shall be limited to the application, the committee's review of the resubmitted application, and evaluations from the external reviewers, and the collegiality of the candidate.
- C. Committee shall vote by secret ballot.
- D. Tenure/Promotion evaluation report will be prepared and approved by the DPC.

- VIII. Format for the DPC's written evaluation report
- A. Applicant's evaluation report is independently written by the DPC.
  - B. Report shall include the following:
    1. Composition of the DPC.
    2. Statement that the DPC followed aforementioned departmental procedures and criteria.
    3. The DPC will conduct an independent evaluation of the candidate's materials, and provide a written assessment of strengths and weaknesses, and only if they choose to make recommendation for/against tenure and/or promotion.
    4. Specific statements addressing the applicant's strengths and weaknesses shall be summarized from the content of the application in each of the following four areas:
      - a. Instructional activities
      - b. Research and scholarly activities
      - c. Service activities
      - d. Collegiality (Contract Renewal and Tenure)
 

**Definition of Collegiality<sup>1,2</sup>:** is vital a factor to consider in contract renewal and tenure situations and important for cooperation and collegial<sup>1</sup> interaction among faculty in *advancing the missions of the department, college, and university.*

**Evidence of lack of collegiality (Upheld by some Courts):** unprofessional and disruptive conduct which might, along with other factors, constitute sufficient "cause" for termination by a public university.

**NOT:** on the basis of race, gender, or national origin discrimination, or claims of denial of free speech rights.

**NOT:** be confused with sociability or likability.
    5. Recording of the DPC vote via secret ballot.
    6. All discussion and vote within the DPC shall be kept confidential
- IX. DPC Evaluation Report shall be transmitted to the COE Dean by the KRS Department Chair as part of the candidate's dossier.
- X. The Department Chair will conduct an independent evaluation of the candidate's materials, and provide a written assessment of strengths and weaknesses, and a recommendation for/against tenure and or promotion. The Chair's written assessment will be attached to the candidate's application and documents then submitted to the Dean of the College of Education as part of the candidate's dossier.
- XI. Feedback to the Candidate:  
The Chair of KRS Department can give feedback to candidates specifically about the Contract Renewal and Tenure/Promotion applications after they submit their materials. Once the candidate's application has been submitted, feedback may also

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<sup>1</sup> Connell, M.A., Melear, K.B., & Savage, F. G. (2011). Collegiality in higher education employment decisions: The evolving law. *Journal of College and University Law*, 37(3), p. 533-587.

be provided by the DPC Chair. If the Department Chair believes that the materials can be strengthened, the Department Chair may give feedback to the candidate. The DPC Chair will inform the candidate of the results of the review.

**XII. Review of Personnel Policies and Procedures**

These policies and procedures shall be reviewed when necessary by all tenure-track faculty members. If there is a transition period where revised procedures and guidelines have been recently approved or are in the process of formal approval (e.g., Dept, COE, UHM, UHPA, BOR) faculty who are applying for tenure and/or promotion may choose to have their materials considered under the old procedures or the new revised ones. *(Note that these policies are in addition to the University of Hawai`i Professional Assembly faculty contract and the policies of the University of Hawai`i Board of Regents. Nothing in these guidelines shall be construed to contradict University guidelines).*