MECHANICAL ENGINEERING HANDBOOK

Department of Mechanical Engineering
College of Engineering
University of Hawaii at Manoa
2450 Dole Street, Holmes 302
Honolulu, Hawaii 96822
http://www.eng.hawaii.edu/ME/

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1. Procedure for Selecting a Department Chair

1.1) The process shall be initiated by the incumbent Chair or Acting Chair. He/she shall appoint a Chair Selection Committee consisting of three members of the Department's faculty no later than three months prior to the date on which the incumbent Chair's term of office expires. In case the incumbent Chair submits his/her resignation with less than three months remaining until the effective date of the resignation, he/she shall make the appointments within one week after submitting his/her resignation.

1.2) The first meeting of the Chair Selection Committee shall be convened by the incumbent Chair or Acting Chair at the time he/she appoints the Committee. The Committee shall select its own Chair at this meeting.

1.3) The Committee shall then prepare a "Preliminary Ballot for Indicating Chair Preference" that includes all members of the Department's tenured faculty who hold the rank of Associate Professor or Professor and who hold at least half-time appointments in the Department. No names of eligible faculty will be removed from the ballot.

1.4) The Committee shall distribute the ballots to all BU07 faculty who hold at least half-time appointments in the Department. Those BU07 faculty who hold less than half-time appointments in the Department are not eligible to vote. The voting shall be in secret ballot. The Committee shall allow five business days between the date when the ballots are distributed and the date on which ballots are due in the hands of the Department Secretary.

1.5) The Committee shall communicate the ballot to the faculty described in (4) who will be away on leave and allow them to submit a vote by absentee ballot according to (4).

1.6) All members of the Committee shall meet to open and count ballots within five business days after the deadline of their receipt by the Department Secretary. The Committee shall summarize the results of the ballot in a memorandum to the Department faculty within three business days after counting the ballots.

1.7) The Committee shall prepare a "Final Ballot for Indicating Chair Preference" within five business days after the memorandum is distributed. The procedure used for the processing of the Preliminary Ballot shall be used to process the Final Ballot.

1.8) The faculty member receiving the greatest number of votes shall be recommended to the Dean as the Department’s preference as the next Chair. In case of a tie vote, a Run-Off ballot containing only the faculty members who receive the tied greatest number of votes shall be prepared. The procedure used for the processing of the Final Ballot shall be followed to process the Run-Off Ballot. In case of a tie vote after the Run-Off vote, all faculty members receiving tie votes shall be recommended to the Dean as the Department’s preference as the next Chair.

1.9) Another memorandum summarizing the results of the final ballot and the Department’s recommendation shall be delivered by the Committee Chair to the Dean’s Office within five business days after the ballots are counted. Ultimately, the Dean appoints the Department Chair in accordance with the UHHPA Contract.
1.10) The Committee Chair shall retain all ballots and envelopes for three months, at which time he/she shall destroy them. The Committee is then discharged.

2. Procedure for Selecting Members of the Department Personnel Committee

Department Personnel Committee (DPC) shall consist of all tenured faculty members, other than the Department Chair (DC) or those on leave or applying for promotion, who hold at least half-time appointments in the Department.

The Chair of the DPC shall be selected by a secret vote of all members of the DPC. The individual receiving the greatest number of votes shall serve as Chair of the DPC. In the event of a tie, the DC will select the Chair of the DPC from those members who had the greatest number of votes.

Any member who has served as DPC Chair consecutively for the two most recent terms may elect, before the vote, not to be considered for the third term.

3. Promotion and Tenure

3.A. Procedure for Promotion and Tenure Application

3.A.1) The applicant shall submit his/her dossier and all supporting material to the DC no later than the deadline established by the University. The DC shall forward same to the DPC Chair no later than one business day after the University deadline.

3.A.2) The applicant is recommended to submit six names and addresses of respected scholars in his/her field, who are not at UH-Manoa, for external evaluation of the applicant’s research work. An evaluator with an academic or equivalent position should hold an equal or higher rank the applicant is applying for. The majority of external evaluators must be from an academic institution. The applicant should not contact possible external evaluators concerning their willingness to participate. The applicant also shall submit a list of the editorial board members of the journals in which his/her papers have been published. The DC, together with the DPC, shall select at least four of the six names submitted by the applicant and shall add four to six names of other known scholars to the list. The DC shall contact the external reviewers within two weeks after the applicant submit the list, but no later that one week after the application deadline, solicit their written evaluation of the applicant’s research and shall forward these recommendations to the DPC.

3.A.3) The DC shall not participate by voice, vote, presence, or in any other form of communication in the deliberations of the DPC over individual tenure and promotion applications.

3.A.4) The DPC Chair shall make the dossier and all supporting material available to all regular faculty that are present on campus. Regular faculty is defined as tenured or tenure-track faculty
members who hold at least half-time appointments in the Department. The Chair of the DPC shall request written recommendations on the application from all regular faculty who are not members of the DPC. These recommendations shall be kept confidential and be retained by the DPC Chair. They shall then be destroyed within five business days after a final decision of the Board of Regents is announced. The recommendations may be made available upon request of higher reviewing bodies only upon written permission of the writer in question.

3. A. 5) The DPC shall thoroughly review the dossier, the supporting material, the faculty recommendations, the recommendations of the external reviewers, and any other relevant material. After review, the DPC shall apply the appropriate criteria detailed in the Departmental “Criteria and Guidelines for Evaluating Faculty Tenure and Promotion Applications” to the candidate’s application and determine whether to recommend for or against promotion and/or tenure.

3. A. 6) A vote by secret ballot shall be taken by the DPC regarding recommendation of each candidate.

3. A. 7) Only members of the DPC holding a rank equal to or higher than the rank the applicant is applying to can vote.

3. A. 8) The DPC shall prepare a report explaining its evaluation of the candidate and its recommendation. The report shall include any minority opinion and, in case of a tie vote, the opinions of both sides. One copy of the report shall be given to the applicant prior to transmittal of the DPC recommendations, and he/she may then request a private hearing before the DPC. A second copy of the report shall be attached to the candidate’s dossier and a third copy of the report shall be circulated among regular faculty present on campus. The DPC shall revise its report and recommendation if any voting member changes his/her vote after the hearing.

3. A. 9) Any regular faculty, including the applicant, shall be allowed to submit a written rebuttal, which will be attached to the dossier with the DPC recommendation.

3. A. 10) The DPC Chair shall forward the dossier and the DPC recommendation to the DC.

3. A. 11) The DC shall thoroughly review the dossier and the DPC recommendation. He/she shall apply the same criteria applied by the DPC to determine whether to recommend for or against the promotion and/or tenure.

3. A. 12) The DC shall prepare a report explaining his/her evaluation of the candidate and his/her recommendation. One copy of the report shall be given to the applicant prior to transmittal of the recommendation and a second copy shall be attached to the candidate’s dossier.

3. A. 13) Upon the completion of his/her review, the DC shall transmit the dossier with the DPC and DC recommendations to the Dean of the College.

3. A. 14) If any of the above procedures conflict with procedures specified by the Collective Bargaining Agreement as per University policy, the latter procedures shall take precedence.
3.B. Documentation

3.B.1) Any accomplishment cited by an applicant in support of his/her application must be documented.

3.B.2) The applicant must include all materials in support of the activities and performances in Teaching, Research, and Service during his/her time in rank, or after the DPC assessment of his/her previous tenure and/or promotion application which has not been credited, in the dossier. The applicants may be asked, by the reviewing bodies, to submit additional information and materials, if deemed necessary. The instructors of ME 311 may opt to exclude the evaluations of ME 311 from consideration for tenure and/or promotion. The teaching evaluations must have been conducted by organizations and on forms approved by the Department. If requested, the applicant shall furnish the DPC with course outlines and representative examinations of the courses taught.

3.B.3) The applicant must furnish the DPC with copies of all publications to be considered. For oral presentations, preprints, reports, and other materials, the review and acceptance procedure must be stated.

3.C. Criteria for Promotion

3.C.1) All criteria established by the Collective Bargaining Agreement must be met.

3.C.2) Only activities during time in rank or after the previous application for promotion, which have not been credited, shall be considered.

3.C.3) The DPC and, independently, the DC shall evaluate the candidate’s performance in the three areas of activity in which faculty engage – teaching, research, and service - as detailed in the Departmental “Criteria and Guidelines for Evaluating Faculty Tenure and Promotion Applications.”

3.D. Criteria for Tenure

3.D.1) All criteria established by the Collective Bargaining Agreement must be met.

3.D.2) Only activities since the beginning of the probationary period shall be considered.

3.D.3) The DPC and, independently, the DC shall evaluate the candidate’s performance in three areas of activity in which faculty engage - teaching, research, and service - as detailed in the Departmental “Criteria and Guidelines for Evaluating Faculty Tenure and Promotion Applications.”
4. Procedure for Contract Renewal

4.1) The applicant shall submit his/her application that summarizes his/her activities and accomplishments in teaching, research, and service during the contract period preceding the applicant’s application for contract renewal, and all supporting material to the DC who shall forward same to the DPC Chair. The supporting materials include student teaching evaluations for the courses taught and copies of all publications produced.

4.2) The DPC shall thoroughly review the application, the supporting materials, and any other relevant materials. The DPC may ask for additional materials as needed. After review, the DPC shall determine, by secret vote, whether to recommend for or against contract renewal.

4.3) The DPC shall prepare a draft report explaining its evaluation of the candidate and its recommendation. The report shall include any minority opinion. A copy of the report shall be given to the applicant who may then request a private hearing before the DPC within two business days after the DPC report is received. The applicant shall also be allowed to submit a written rebuttal within the same two business days which will be forwarded with the DPC recommendation. The DPC shall revise its report and recommendation if any voting member changes his/her vote after the hearing.

4.4) The DPC Chair shall forward the application, the supporting materials, other relevant materials, and the DPC report to the DC.

4.5) The DC shall evaluate the performance of the candidate, and prepare a report and recommendation. A copy of the report shall be given to the applicant before transmittal of the report to the Dean of the College.

4.6) The candidate shall sign the Contract Renewal Evaluation Form acknowledging that he/she has received copies of the DPC and DC’s reports.

4.7) The DC shall forward the application, the DPC and DC’s final reports, and the Contract Renewal Evaluation form to the Dean of the College.

5. Procedure for Hiring New Faculty

5.1) The DC shall prepare the job description for each open position in cooperation with a screening committee selected by the DC.

5.2) The screening committee shall consist of three members of regular faculty, excluding the DC and those on leave, whose specialty is in the same area as the job description. If fewer than three faculty are in the same area, other members of the faculty will be selected by the DC to increase the number of faculty on the screening committee to three.

5.3) The final draft of the job description of each open position shall be approved in a Department meeting.
5.4) The job description shall be advertised in national professional publications at least six months prior to the date of hire.

5.5) The applicants’ files shall be available to all regular faculty to make possible recommendation to the committee.

5.6) The screening committee and the DC shall screen applications and select ten finalists for each position. The selection of the candidates for interview shall be made from these finalists. The DC shall solicit recommendation letters for these finalists.

5.7) The DC shall make the curriculum vitae and recommendation letters of these finalists available to the faculty.

5.8) For each position, a prioritized list of the finalists to be invited for interviews shall be determined in a Department meeting by faculty vote.

5.9) After the interviews, final prioritized lists of candidates to be offered the positions shall be determined in a Department meeting by faculty vote.

5.10) The DC shall submit the top name on each list of candidates to the Dean for further action or restart the screening process with the approval of a majority of regular faculty.

5.11) In the event that a top candidate on a list is not hired, the DC shall submit the name of the next candidate on the list to the Dean for further action or restart the screening process with the approval of a majority of regular faculty.

6. Five-Year (Periodic) Review

The following guidelines apply to the five-year post-tenure periodic review of full-time tenured M.E. faculty members. They should not be used for promotion and/or tenure evaluation nor for non-tenured faculty contract renewal consideration.

6.A. Purpose

The primary objective of the tenured faculty in the Department of Mechanical Engineering is to maintain the highest possible standards in its teaching, research, and service programs. To realize this objective, members of the tenured faculty must function as a team while recognizing the diverse talents of the individual faculty members. Consequently, the Department’s primary concern in the evaluation of tenured faculty is their contribution to the success of the team effort in achieving excellence and professional recognition as judged by national accreditation committees and other external reviews. In the conduct of this evaluation, it is acknowledged by all parties concerned that there are numerous and diverse ways for a faculty member to make contributions to the Department’s programs. In particular, it is recognized that some faculty members who contribute heavily to instructional programs of the Department, or to
administrative duties of the Department or College, may not contribute in equal measure to its research activities.

6.B. Documentation

The faculty member to be reviewed shall submit his/her dossier and updated curriculum vitae to the DC. The dossier shall summarize the faculty member’s activities and accomplishments in teaching, research, and service during the review period. Supporting materials such as teaching effectiveness for the courses taught, students supervision, grant proposals, funded projects, and publications shall be submitted upon request. The review shall be performed by the DC except when the DC is to be reviewed, for which the review shall be performed by the DPC Chair.

6.C. Expectations

In view of the above, and for the purpose of the University mandated five-yearly post-tenure review, the Department has defined a set of minimum and normal expectations as outlined below. The application of these expectations in the review process is intended to ensure that:

1) each member of the tenured faculty continues to contribute his/her fair share to the activities of the departmental team throughout his/her career at the University;

2) efforts to achieve continued effective participation in departmental programs are administered by the department possible within the spirit of academic congeniality.

6.C.1) Minimum Expectations:

**Teaching:** An average rating of 3.8 for overall teaching effectiveness in student evaluations with an average teaching load of four courses (12 contact hours) per academic year.

**Research:** Evidence of research activities such as publication of one refereed journal paper, or two conference papers, or the equivalent during the review period;

**Service:** Performing department and/or university committee work and student advising and counseling duties conscientiously as assigned.

6.C.2) Normal Expectations:

**Teaching:** An average rating of 4.0 for overall teaching effectiveness in student evaluations with an average teaching load of four courses (12 contact hours) per academic year;

**Research:** Evidence of research activities such as publication of two refereed journal papers, or four conference papers, or the award of an extramural research grant (or subgrant), or the equivalent during the review period;

**Service:** Same as minimum expectations.
6.D. Teaching Option

Faculty members without research are expected to carry a heavier teaching load. They are expected to teach more than five courses (more than 15 contact hours) per academic year. In this case, evaluation of research performance can be waived. For normal expectations, teaching performance is considered satisfactory if an average rating of at least 4.0 for overall teaching effectiveness is obtained in student evaluations; for minimum expectations, teaching performance is considered satisfactory if an average rating of at least 3.8 for overall teaching effectiveness is obtained in student evaluations.

6.E. Overall Evaluation

1) An excellent performance in one of the three categories (teaching, research, and service) can compensate for some deficiency in another category;

2) Appropriate consideration will also be given to relevant academic achievements not explicitly mentioned in the above, and to prior performance.

6.F. Ratings

6.F.1) External Review: External review (chair to dean) will be initiated if the minimum expectations are not met. The 5-Year External Review will proceed according to “2012-2013 Procedures for Evaluation of Faculty at UH Manoa (Revised July 1997).”

6.F.2) Internal Review: Internal review (chair to faculty member being reviewed) will be initiated if normal expectations are not met. In this case, the chair will inform the faculty member being reviewed that performance has been rated satisfactory for the purpose of external review, but does not meet normal expectations. The faculty member and chair shall then confer to develop a mutually agreeable plan for addressing weaknesses which have been identified, and a time frame for implementing the plan. The chair will conduct an annual review of progress on this plan, commencing on December 1 of each year of its duration. If Normal Expectations are not satisfied after two years, the faculty member will be subjected to External Review.

6.F.3) Satisfactory: Performance is rated satisfactory and reported to the Dean when normal expectations are met.
6.G. Administrative Assignments

1) For faculty members with a half-time administrative appointment, teaching load and research expectations will be appropriately modified.

2) Faculty members with a full-time administrative appointment will be evaluated by their supervisors on services performed.