



Approved: 
 Mānoa Chancellor's Office
 6/7/16
 Date

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 UHPA
 6/1/2016
 Date

DEPARTMENT OF NURSING
 SCHOOL OF NURSING AND DENTAL HYGIENE
 UNIVERSITY OF HAWAI‘I AT MĀNOA

**PROCEDURE FOR HIRE, CONTRACT RENEWAL,
 PROMOTION AND TENURE REVIEW**

I. Purpose

The faculty in the Department of Nursing (DON) approved these procedures to be used in preparing reviews for hire, contract renewal, promotion and/or tenure for tenure-leading faculty reviews. This document outlines the specific DON procedures.¹

II. General Procedures

This review process is initiated by the Department Chair (DC) and reflects the procedure outlined in the current Agreement between the University of Hawai‘i Professional Assembly (UHPA) and the University of Hawai‘i Board of Regents (UH-BOR) (UPHA/BOR Agreement). A faculty member will be considered for contract renewal, promotion and/or tenure in accordance with the criteria listed in the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai‘i at Mānoa (UHM Criteria & Guidelines) within the UHM Administration time line. The faculty candidates and Department Personnel Committee (DPC) are required to familiarize themselves with the current UHPA/BOR Agreement, departmental procedures and/or criteria, and University guidelines for hire, promotion and/or tenure or contract renewal. The DPC shall review the dossier and supporting documents and make an assessment for or against hire, contract renewal, promotion and/or tenure. The DPC is constituted and elected in accordance with the procedures specified in the Department of Nursing By-Laws.²

¹ See Table of Abbreviations at the end of this document

² The committee shall be comprised of a minimum of five (5) members and one alternate elected from a list of tenured faculty. Only faculty members of equal or higher rank to which the applicant has applied can vote on applications for promotions. The chair shall be Instructional at the rank of Associate Prof. or above, shall have served at least one year on the committee and shall be selected by the committee members. The term of office is two years with membership serving staggered terms. The committee will meet as needed.

- A. The DON Secretary shall serve as the secretary to the DPC for the purpose of managing confidential materials.
- B. Annually, all tenured and tenure-leading faculty will be emailed an e-copy of the DON Procedure for Contract Renewal, Promotion and Tenure Review and the UHM Criteria & Guidelines. Confirmation of receipt will be accomplished via the email read message receipt.

III. Review of Teaching and Scholarship Progress

- A. All tenure-leading (I) faculty are required to have an annual review of teaching completed by a tenured nursing faculty member or external reviewer assigned by the DPC. It is the responsibility of the tenure-leading faculty to arrange the review that encompasses at least an entire class session observation, at least 2 hours of clinical (as applicable), and or online course review. Class syllabus and other pertinent materials shall be provided to the reviewer at least 48 hours prior to the review. The relevance of class content to course objectives shall be noted within the review by the reviewer. Faculty are expected to use the DON Teaching Review forms. The annual reviews are to be submitted with the tenure-leading faculty's dossier or contract renewal. Additional reviews may be scheduled via the University with the Office of Faculty Development and Academic Support. While the additional reviews are helpful, they are not required for the annual review of teaching.
- B. During the 1st week of instruction of each Fall term, the DC will send to the DPC a complete list of all faculty who require review and all tenured faculty who are eligible to review. By the 15th of September the DPC will randomly pair the list of tenured faculty (who are at the same rank or above) with the tenure-leading faculty and forward the list to the DC. The DC will notify both faculty of the pairing by September 30th (if any of these dates fall on a weekend or holiday, the last business day preceding the date will apply). Every effort will be made to have a different tenured faculty member review the probationary faculty each year. For new hires, the first annual review of teaching will occur in the 2nd semester of hire.

IV. Contract Renewal

Contract renewal will be conducted according to the processes described by the UHPA/BOR Agreement.

- A. All material for review must be delivered with the application to the DON Secretary's office by the established DON deadline.
 - 1. Tenure-leading faculty will be evaluated by requirements outlined in the UHM Criteria & Guidelines, Executive Policy E5.221 – Classification of Faculty (E5.221) and the SONDH/DON Criteria for Hire, Contract Renewal, Promotion and Tenure (DON Criteria) for (I), (R) or (S) faculty. A narrative organized according to the current UHM Criteria & Guidelines should be submitted. It is expected that each tenure-leading faculty's contract renewal document will build upon the previous one(s).

2. The DC shall submit copies of previous DPC reviews of the tenure-leading faculty to the DPC prior to its deliberations.
- B. The DPC shall be responsible for reviewing the tenure-leading faculty's contract renewal document and supporting documents and the previous reviews according to the UHPA/BOR Agreement during the candidate's probationary period. The DPC shall make an assessment/recommendation relating to contract renewal and will transmit a copy of its assessment to the DC.
 - C. The DC will review the tenure-leading faculty's contract renewal document, supporting documents, previous reviews from the DPC, and make an independent assessment/recommendation. The DC will meet with the tenure-leading faculty member to review the assessments/recommendations of the DPC and the DC. The DC will transmit a written copy of the DPC and DC's assessment/recommendations to the tenure-leading faculty member. The DC will forward the dossier and assessments/recommendations to the Dean by the deadline established by the current collective bargaining agreement.
 - D. The Dean will review the tenure-leading faculty's contract renewal document, supporting documents, previous reviews from the DPC and DC, and make an independent assessment and decision. The Dean's decision is final for contract renewal. The Dean will inform the tenure-leading faculty member of the Dean's decision by the deadline established in the current collective bargaining agreement.

V. Hire

- A. All individuals being hired into tenure-leading lines will be reviewed by the DPC prior to their hire. The DPC will forward their recommendations to the DC.
- B. If the candidate for a tenure-leading position does not meet the minimum University of Hawai'i Board of Regents (BOR) qualification for that rank, an approved waiver from the OVCAA's Office must be received by the DPC before the hiring documents are reviewed. The Dean's Office will provide a copy of the approved waivers or adjustments to the DPC. The DPC review will commence upon receipt of the approved waiver.
- C. Request for minimum qualification waivers or adjustments to the probationary period must be submitted to the DC, Dean, and/or Chancellor, for review in accordance with the Board of Regents (BOR) policy and Mānoa Chancellor's Office established deadline. Action on request for minimum qualification waivers and/or adjustments to the probationary period is guided by BOR and OVCAA's Office policy and procedure. The Dean's Office will provide a copy of the approved waivers or adjustments to the DPC. The DPC review will commence upon receipt of the approved waiver.

VI. Tenure and/or Promotion

- A. For tenure and/or promotion, the candidate will submit a complete dossier and accompanying documents in accordance with the guidelines for preparing the application from the current UHM Criteria & Guidelines.
- B. Confidential External Evaluations
1. The candidate shall provide to the DC the names and *full contact information* of at least ten (10) individuals who can knowledgeably evaluate the scholarly contributions of the applicant. The DC will forward the candidate's list of names to the DPC.³ The DPC shall also create a list of at least ten (10) individuals who can knowledgeably evaluate the scholarly contributions of the applicant. *The reviewers shall be senior tenured faculty from a research university at the rank or higher to which the candidate aspires. The reviewers cannot be employed by the University of Hawai'i.* The DPC shall select a minimum of ten (10) reviewers representing both lists and send the names to the DC for solicitation of the external reviews.

In the event less than six (6) external reviewers agree to submit evaluations, the candidate will be contacted by the DC to submit additional external reviewer names, until the recommended target of six (6) external reviewer letters is reached.⁴

The DC will forward the additional names to the DPC. The DPC will then obtain additional names to complement the candidate's submitted list of names. The DPC shall select additional names of reviewers representing both lists and send the additional names to the DC for solicitation of additional external reviews. This process of obtaining additional external reviewer names will be repeated until the recommended target of six (6) external reviewer letters is reached.⁴

2. The candidate shall select materials representing their scholarly work, such as publications and abstracts of funded grant awards, which will be sent to the confidential external reviewers. The representative material is submitted to the DC for distribution to the external reviewers. One (1) copy of these materials shall be submitted by the DC to the DPC chairperson at the same time the materials are being distributed to the external reviewers.

³ In the event the candidate is the DC, then the DPC Chairperson shall perform the functions of the DC in soliciting the confidential external review letters of the candidate

⁴ External Letters for Promotion and Tenure. Disseminated to Deans and Directors by UHM Vice Chancellor Reed Dasenbrock on May 1, 2014 as a description of the procedures expected to be followed concerning outside letters in tenure and promotion cases

3. The DC will contact the selected external reviewers for agreement to provide the external review. The materials will be submitted to the external reviewers in accordance to the wording and steps outlined in the UHM Criteria & Guidelines.
4. The external reviewers' letters shall be solicited with the understanding that they are confidential, in accordance to the procedure outlined in the UHM Criteria & Guidelines. Upon receipt, the DON Secretary shall immediately place the letter into an envelope marked "Confidential" which is to be kept in the original copy of the dossier. These materials are only available for review by the DC, the DPC, the Dean, and designated individual/bodies specified in the review process.
5. Responses to the solicited external reviews will be forwarded from the DC to the DPC Chairperson at least 48 hours before the DPC deliberations on the candidate's dossier.
6. Confidential external review letters received after the DPC review of the dossier will be reviewed by those who have not completed their assessment as long as the dossier has not left the SONDH. These materials will not be reviewed by those who have already completed their assessment of the dossier.

C. The Review Process

1. The original copy of each dossier will remain in the DON office.
2. The candidate may exclude participation by one member of the DPC without justification at the time he/she submits the dossier. If there are insufficient numbers (less than 5) on the DPC, as a result of this, then the elected alternate from the tenured faculty will be asked to temporarily serve in this capacity by the DPC Chairperson. If the rank of the elected alternate is below the rank of the candidate, the DPC Chairperson will constitute an election from the remaining DON tenured faculty who are at or above the rank of the candidate and this individual will temporarily serve on the DPC.
3. The DPC members will individually review the dossier and supporting documents.
4. Following the individual review, the DPC will convene to consider the candidate's evidence during its deliberations, make one (1) written assessment of the strengths and weaknesses of each candidate, and append a recommendation if they so desire. If the DPC desires to make a recommendation, each member of the DPC will submit a secret ballot indicating his/her final vote. For tenure and/or promotion, only DPC members who are tenured at the equal or higher rank of the candidate will be involved in reviewing and voting on the candidate's application.

5. The DPC Chair will transmit the DPC's written assessment and recommendation (if one was made) to the DC.
6. The DC will review the dossier, supporting documents, the DPC assessment/recommendation and make an independent assessment/recommendation. The DC will meet with the candidate to review the assessments/recommendations of the DPC and the DC. The DC will transmit a written copy of the DPC and DC's assessment/recommendations to the candidate. The DC will forward the dossier and assessments/recommendations to the Dean by the deadline established by the University of Hawai'i.
7. The Dean will review the dossier, supporting documents, and the DPC and DC assessments/recommendations. The Dean will make an independent assessment, and inform the candidate of the Dean's recommendation.
8. Notification of acceptance of grants or publications following submission of the dossier may be submitted to the DC and may be appended to the dossier. These materials will not be reviewed by those who have already completed their assessment of the dossier.
9. The dossier is then forwarded to the UHM Tenure Promotion Review Committee by the Dean.

VII. Criteria for I, R, and S Faculty

Full-time faculty in I, R, and S classifications shall be evaluated by the criteria as described in the UHM Criteria & Guidelines and the DON Criteria for (I), (R) and (S) faculty.

VIII. Periodic Review of Tenured Faculty

- A. In accordance with the 2014-2015 Procedures for Evaluation of Faculty at UH Mānoa, the Departmental expectations and five (5)-year review of tenured faculty shall be governed by the Department of Nursing Five-Year Faculty Review Guidelines (3/1/10).⁵
- B. The procedure for the 5-year review is outlined in the Procedures for Evaluation of Faculty at UH Mānoa.⁶

⁵ Department of Nursing School of Nursing & Dental Hygiene Five Year Faculty review Guidelines 3/1/10 (approved by the Dean 7/19/2010).

⁶ 2014-2015 Procedures and Timetable for Periodic Review of Tenured Faculty at Mānoa / Procedures for Evaluation of Faculty at UH Mānoa (Revised 2014) [B. McCreary, 8/19/14]

IX. Amendments

- A. Amendments to these Procedures for Hire, Contract Renewal, Promotion and Tenure Review may be recommended from time to time at the discretion of the Department, in accordance with the article entitled, Department or Division Procedures Governing Tenure, Promotion, and Contract Renewal in the current UHPA/BOR Agreement.
- B. The proposed amendment shall be sent through the Dean to the Chancellor for UHM and the University of Hawai'i Professional Assembly for review and approval.

X. General Timeline for Tenure & Promotion Applications

- A. Specific dates governing the timeline for tenure and promotion application are established annually by the University and campus administration. The DC will disseminate a timetable to all tenure-leading and tenured faculty, following receipt of the University stated deadlines.
- B. During the spring semester, the DPC will meet with tenure-leading faculty to provide general comments and suggestions for preparation for reviews.

XI. Recommendation of Department Chair

- A. The Department Chair (DC) shall be appointed in accordance with University of Hawai'i Executive policy E5.219 and the Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i.⁷
- B. The DC shall be a tenured faculty at the rank of Associate Professor or above.⁷
- C. The DC is appointed for an initial three-year term and, with the recommendation of faculty, may be renewed for a second term. The DC appointment is limited to two consecutive three-year terms with the possibility of reappointment after a three-year hiatus. If circumstances preclude the ability to meet stated term limits the Dean, in consultation with faculty, will make an appointment to the DC position as needed and in the best interest of the Department.⁷
- D. Nomination Process
 - 1. The nomination process will be initiated at least one semester prior to the available term for DC when possible.

⁷ E5.219 Department Chairs, Special Program Directors and Chairs of Academic Subdivisions, and Cooperating Teachers/Counselors and Observation/Participation
(<https://www.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=5&policyNumber=219&menuView=closed>)

2. The Dean's Office will distribute a request for nominations to department faculty to seek self-nominations or nominations of colleagues who are willing to serve as DC. Completed nomination forms will be submitted within ten (10) working days of the request for nominations.
3. Each nominee will provide a one page summary statement of how the nominee would implement the department vision and activities of the DC for the term if appointed at the time of nomination.
4. Following the nomination process, the Dean's Office will distribute a roster of nominated faculty and their summary statements to department faculty at least seven (7) calendar days prior to voting.

E. Voting Process

1. The determination of the Department's recommendation for DC to the Dean shall be based on a majority vote of all bargaining unit faculty members in the department who hold an appointment with .50 FTE or greater.⁸
2. The school's Administrative Services Office will provide a list of eligible tenured faculty members.
3. The voting will occur at a department meeting with at least seven (7) calendar days notice of the meeting (per Bylaws).
4. Voting will be conducted to ensure a confidential process.
5. Voting results will be announced at the meeting.

F. Appointment Process

1. The Department Chair will provide the results of the vote to the Dean.
2. If there is no consensus among the faculty, the Dean shall consider both the majority and minority views before making an appointment. Should there be a consensus among the faculty members as to who should serve as the Chair, and the recommendation is rejected, the Dean shall meet with the faculty members and provide a written statement setting forth the reasons for selecting another faculty member.⁹
3. The Dean will announce the appointment of the DC within three weeks after the Department's recommendation is provided for consideration.

⁸ 2015-17 UHPA-BOR Contract, Article X, (<https://www.uhpa.org/contracts/2015-2017-ta-pdf/article-x-department-or-division-procedures-governing-tenure-promotion-and-contract-renewal/>)

⁹ 2015-17 UHPA Contract, Article XXIII (<https://www.uhpa.org/contracts/2015-2017-ta-pdf/article-xxiii-appointment-duties-and-compensation-for-academic-chairs/>)

APPROVALS:

Approved by the Department of Nursing Faculty by secret ballot vote on May 4, 2015 and May 2, 2016;

Transmitted by the Department of Nursing Chair, to the Dean on May 9, 2016;

Approved by the Dean, School of Nursing and Dental Hygiene on May 17, 2016:

Mary G. Boland, DrPH, RN, FAAN
Dean and Professor

Table of Abbreviations

(I) faculty	Instruction faculty
(R) faculty	Research faculty
(S) faculty	Specialist faculty
BOR	University of Hawai'i Board of Regents
DC	Department Chair
DON	Department of Nursing
DON Criteria	SONDH/DON Criteria for Hire, Contract Renewal, Promotion and Tenure
DON Criteria for (I) Faculty	SONDH/DON Criteria for Hire, Contract Renewal, Promotion and Tenure: Instruction (I) Faculty
DON Criteria for (R) Faculty	SONDH/DON Criteria for Hire, Contract Renewal, Promotion and Tenure: Instruction (R) Faculty
DON Criteria for (S) Faculty	SONDH/DON Criteria for Hire, Contract Renewal, Promotion and Tenure: Instruction (S) Faculty
DPC	Department Personnel Committee
E5.221	Executive Policy E5.221 – Classification of Faculty
UHM Criteria & Guidelines	Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa
UHM Procedures for Periodic Review	Procedures and Timetable for Periodic Review of Tenured Faculty at Mānoa / Procedures For Evaluation of Faculty at UH Mānoa
UPHA/BOR Agreement	University of Hawai'i Professional Assembly (UPHA) and the University of Hawai'i Board of Regents (UH-BOR)