

APPROVED:

UHPA

Date

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Mānoa Provost's Office

Date

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Public Administration Program
Procedures for the Assessment of Faculty:
Contract Renewal, Promotion, Tenure, and Periodic Reviews

(Approved December 4, 2014)
(Changes approved at a faculty meeting on 9/12/19)

III. Procedures

This section describes the procedures that the Public Administration Program will follow for reviews relating to contract renewal, promotion, tenure, and periodic review. These procedures are consistent with those of the College of Social Sciences, the University, and existing bargaining agreements with the faculty union, while adding detail that is appropriate to the professional development of PUBA faculty and staff.

Department Personnel Committee (DPC):

1. The DPC shall consist of at least five tenured faculty members. If there are not enough tenured faculty at the appropriate rank in the Program, the Dean, in consultation with the Chair of the DPC, will select faculty members in a cognate field in the College of Social Sciences to serve on the DPC. The additional faculty shall serve upon the Dean's approval.
2. Candidates may choose to exclude one Program faculty member from participation on the Department Personnel Committee (DPC) that will review the candidate's application for contract renewal, promotion, or tenure.
3. PUBA faculty on leave, who are eligible to serve on the DPC, may serve provided that they can fully participate in DPC deliberations.
4. The chair of the DPC shall be selected by majority vote of the DPC members, the vote taken by secret ballot.
5. The DPC shall inform the candidate of all procedures and criteria for contract renewal, promotion and tenure. The candidate to be evaluated has the right to discuss formally her/his file content with the DPC.
6. The DPC Chair will call meetings of the DPC, as necessary, to discuss the dossier and to formulate a proposed assessment and recommendation.
7. In the event of a promotion and/or tenure and promotion review, the candidate submits names of six external referees to the Program Director who will seek three from the candidate's list and seek three external referees agreed upon by the DPC. The goal will be

to obtain a balance of letters from those suggested by the candidate and letters from those recommended by the DPC. The candidate also prepares her/his body of review materials and a current CV which the Program Director will send to the external reviewers.

8. The DPC Chair shall arrange for the DPC members to review the candidate's dossier once it is complete.

9. The DPC Chair will be responsible for securing any additional information deemed necessary by the DPC in a timely manner.

10. No anonymous information regarding the application will be considered by the DPC. Unsolicited information shall be excluded. However, faculty colleagues may submit letters if requested by the candidate.

11. Upon full and complete review of the candidate's dossier by the entire DPC, a final vote shall be taken of the full DPC.

12. The DPC chair will prepare a written evaluation of the candidate's strengths and weaknesses that must be approved by the DPC before being provided to the candidate.

13. After the draft of the DPC assessment is developed, The DPC chair will make the assessment available to the applicant for his/her information. The applicant has the option to provide a written response to the DPC report. The proposed DPC assessment may be revised as a result of such discussion.

14. Following the discussion of the proposed assessment and recommendation (should the candidate choose to exercise that option) the DPC assessment and recommendation will be finalized, and the Committee will vote by secret ballot. The approved assessment and recommendation will be forwarded to the Director.

15. The Director will make an independent assessment and recommendation. The candidate will be given the option to discuss the Director's proposed assessment and recommendation with the Director. The Director's assessment may be revised as a result of such discussion.

16. Before forwarding the final assessments and recommendations to the Dean, the Director will share the assessments and recommendations with the candidate.

Timeline for Formation of DPC and Submission of Materials to the Program:

A typical timeline is as follows:

1. In May, before the end of the duty period during the academic year prior to the promotion or tenure decision, the Program Director will send out an email asking for colleagues to declare their intention to seek tenure and/or promotion. To

indicate an intention to go up for review, the candidate will submit a list of 6 external reviewers. Candidates are encouraged to declare their intention to seek tenure and/or promotion in May; however, they may declare their intention as late as the last week of August (in accordance with the University determined deadline).

2. Also in May, the DPC will be selected and/or composed for the following year and will follow the procedures for identifying additional external reviewers.

3. During the Summer, the Program Director will begin contacting external reviewers in order to secure a commitment to review materials from the candidate beginning in August. Three external reviewers will be chosen from a list created by the DPC and three from the list provided by the candidate. It should exclude individuals having a personal or professional relationship with the applicant that would reduce objectivity.

4. After duty has resumed in August, candidates will compile a set of materials, and a current CV, and send to the Program Director so that they may send these materials to the external reviewers in August or early September.

5. The candidate will assemble a dossier, discussing and documenting their contributions using the criteria outlined in "Public Administration (PUBA) Program Principles and Criteria for the Assessment of Faculty: Contract Renewal, Promotion, Tenure, and Periodic Review," and provide the dossier to the DPC Chair by the first week in October (in accordance with the official date determined by the university).

The following procedures will be followed for periodic reviews:

1. The Program Director will inform the candidate at the beginning of the academic year when a review will be done.

2. The candidate will prepare an academic profile discussing and documenting activities in the areas of scholarship outlined in "Public Administration (PUBA) Program Principles and Criteria for the Assessment of Faculty: Contract Renewal, Promotion, Tenure, and Periodic Review," and provide the academic profile to the Director in a timely fashion. The Director will formulate a proposed assessment and recommendation and discuss these with the candidate.

3. Following discussion of the proposed assessment and recommendation, the Director will finalize the assessment and recommendation, show the candidate the finalized version, and forward the final assessment and recommendation to the Dean.