

APPROVED:

James D. Kardash 2/5/2015
UHPA

APPROVED:

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Mānoa Chancellor's Office
Date

Date
DEPARTMENT OF RELIGION

PROCEDURES AND CRITERIA FOR PERSONNEL DECISIONS

Department of Religion

October 12, 2012 Version, Revised December 18, 2014

I. Introduction

The Department of Religion holds to principles of academic excellence and fairness in considering candidates for contract renewal, promotion, and tenure. It assumes that:

- A. The candidate is minimally qualified as evidenced by the possession of a Ph.D. degree at the time of consideration.
- B. The candidate has the basic obligation to develop his/her own case for tenure and/or promotion.
- C. The department will inform candidates for contract renewal, promotion, and tenure of the criteria to be applied to their cases. It will provide guidance and assistance in making the application and its presentation.
- D. As far as possible and consistent with university policy and the union contract, the department will maintain confidentiality of all information concerning the candidate.
- E. All provisions in the union contract shall be observed.

II. Procedures

- A. The Departmental Personnel Committee (DPC) will be composed of all tenured faculty members. Only faculty members of equal or higher rank to which the applicant has applied can vote on applications for promotions.
- B. The DPC Chair is appointed annually by the DPC. The selection shall be made in the Spring semester for the following academic year.
- C. Assessments by the DPC shall be made on the basis of classroom visitations by faculty members, its own review of the candidate's research and publications, course evaluations by students within the last five years, and evaluations by scholars knowledgeable in the field.
- D. The DPC abides by the majority principle based on actual votes cast in making its decisions. DPC members on leave may also vote, but their ballots must be received by the deadline by which the DPC must tally the votes. Anonymity of the votes will be protected.
- E. Voting in the DPC shall be by secret ballot.

- F. The Department Chair shall not participate by voice, vote, presence, or any other form of communication in the deliberations of the DPC over individual tenure and promotion applications.
- G. The DPC Chair will call for nominations of a tenured faculty member to be recommended to the Dean for the position of Department Chair. That recommendation will be based on an election by majority vote as established by secret ballot, in which all the Department's members of bargaining unit 7 can vote.
- H. Amendments to the departmental procedures may be proposed by a majority vote of all full-time tenured and tenure-track faculty members, and be forwarded for approval and filing as required by the current Agreement between the University of Hawaii Professional Assembly and the University of Hawaii.

III. General Criteria for Evaluation

A. Contract Renewal.

1. The department shall follow union contract provisions with due consideration to the applicant's competency in the areas of research, teaching, and service.
2. The applicant shall be assessed for strengths and weaknesses and must be rated at least as satisfactory.
3. There must be a continuing need for the applicant's services.
4. The applicant must demonstrate professional and personal qualities needed by the department.
5. A positive assessment of probationary faculty member does not necessarily assure renewal of appointment.

B. Promotion and Tenure

1. In accordance with the union contract, the candidate shall be assessed for promotion with respect to his/her accomplishments in research, teaching, and service.
2. For promotion to and/or tenure as Associate Professor, the candidate must demonstrate a level of scholarly achievement and output which reflects stature as an established scholar in comparison with peers active in the same discipline. Publications that permit review by independent referees are of first importance in establishing scholarly achievement. The minimum number of publications is one refereed book or its demonstrated equivalent but the quality of the publications, as assessed by the majority of peer-reviews, outweighs their number. The candidate must demonstrate evidence of excellence in teaching and the versatility to contribute to all levels of the department's

instructional program. The teaching performance is indicated by teaching evaluations and by reports written by faculty members who observed classes. The candidate must also demonstrate evidence of increasing professional maturity, scholarly achievement judged competent and adequate for the rank in comparison with peers active in the same field at major research universities, participation in the scholarly and academic affairs of a professional society or organization, ability to plan and execute assigned and special activities, and service to the university and the community.

3. For promotion to Full Professor, the candidate must demonstrate evidence of scholarly achievement that places him/her at the forefront of the discipline or field. In the area of research, the minimum number of publications is at least one additional refereed book or its demonstrated equivalent, whose quality is recognized by a majority of peers from the Religious Studies scholarly community. The candidate must also demonstrate evidence of excellence in teaching, increasing professional maturity, research productivity that has resulted in significant recognition by the national or international community of scholars active in the same field, participation in the scholarly and academic affairs of a professional society or organization, ability to plan and execute assigned and special activities, demonstrated capacity for leadership in the department, and service to the university and the community.
4. The applicant will be asked to provide in writing three to five names and addresses of respected scholars in his/her field who are not at UH-Mānoa and are affiliated with a peer institution. An evaluator should hold the rank the applicant is applying for or a higher one. Applicants should not contact possible external evaluators concerning their willingness to participate. It is the obligation of the Department to secure evaluations by writing to a sufficient number of scholars who can evaluate the applicant's work. Approximately the same cover letter soliciting the evaluation will be sent to each evaluator along with a copy of the applicant's curriculum vitae and materials chosen by the applicant from his/her major publications.
5. No conflicts of interest are tolerated in the selection of external reviewers. No one with a relationship impeding objective evaluation of the applicant's work will be selected as an external reviewer. Occasional perceived conflicts may arise due to the wide contacts of faculty members inside and outside their field and the limited size of many subfields with the discipline. Rationales for apparent problematic selections may be provided.
6. All letters from evaluators shall be treated as confidential and shall not be shown to the applicant at any time. Procedures for ensuring confidentiality shall be followed according to the guidelines set forth in the current *Timetable* for Tenure and Promotion.

7. Materials can be included in the applicant's dossier by the DPC up until the deadline by which the dossier must be transmitted to the Dean's office. Thereafter, no materials may be included.

C. Ongoing Evaluation of Faculty Members

1. Ongoing evaluation of faculty members shall be carried out according to the latest revision of the *Procedures for Evaluation of Faculty at UH Mānoa*. Faculty members who are undergoing this evaluation need to submit sufficient evidence demonstrating their continued performance in the three areas of research, teaching, and service.
2. Faculty members shall be assessed for their performance and contributions to the department according to the expectations for tenure in their rank. This includes teaching evaluations and peer-reviewed publications available since the previous evaluation.

D. Department of Religion Practice on Authorship

1. There is no widely established convention within the field of Religious Studies for joint authorship, and single-authored publications are essential for the department's evaluation. The candidate for tenure and/or promotion will list his or her publications as either sole author or co-author (including editing). In the latter case, the candidate provides a brief description of his or her role.

IV. Hiring Procedures

- A. On the basis of general discussion by all faculty members in the department, the DPC and the Department Chair shall establish the minimum and desirable qualifications for the position(s) they seek to fill.
- B. The Department Chair will be responsible for the publication of the advertisement of the position, communication with applicants, and arrangements for necessary interviews.
- C. The final decision shall be settled by a minimum of two-thirds majority vote of all full-time tenured and tenure-track faculty members.