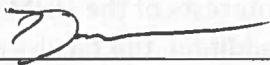


APPROVED:


Mānoa Chancellor's Office 8/11/15 Date

Department of Nursing
School of Nursing and Dental Hygiene
University of Hawai'i at Mānoa

Criteria for Hire, Contract Renewal, Promotion and Tenure

**INSTRUCTION (I) FACULTY
August 2015**

APPLICABILITY

These criteria pertain to Instruction (I) faculty who are applying for initial appointment as a tenure leading (probationary) faculty member, and/or are seeking contract renewal, or tenure and/or promotion.

I. ASSISTANT PROFESSOR (I3)

Minimum Qualifications for Hire and Progression

To be hired as an Assistant Professor the candidate must have an earned doctorate with a research dissertation completed in a relevant field.

Assistant Professor Seeking Contract Renewal

The Assistant Professor seeking contract renewal must demonstrate at each review progression towards meeting the criteria for tenure and promotion. Assistant Professors must seek tenure and promotion within the same application. Assistant Professors seeking tenure and promotion must meet the current criteria for the rank for which they are applying in accordance with the University of Hawai'i at Mānoa Criteria and Guidelines for Faculty Tenure/Promotion).

II. ASSOCIATE PROFESSOR (I4)

This section applies to Assistant Professors who are seeking tenure and promotion to Associate Professor or Associate Professors who are seeking tenure without promotion. The untenured Associate Professor seeking contract renewal must demonstrate progression towards meeting the criteria for tenure. The Associate Professor may seek tenure, tenure and promotion, or promotion within one application.

Minimum Qualifications for Hire and Progression

To be hired as an Associate Professor the candidate must have an earned doctorate with

a research dissertation completed in a field that is relevant to the research and the scholarship interests of the UHM School of Nursing and a clearly defined focus of research. In addition, the faculty member must have a minimum of four years of service as a faculty member in an academic university. The Associate Professor may seek tenure at the rank of I4, tenure & promotion to I5, or promotion to I5 within an application. The untenured Associate Professor must seek tenure within the timeframe as outlined in the UHM Criteria and Guidelines for Faculty Tenure and Promotion.

Assistant Professor Seeking Promotion/Tenure to Rank of Associate Professor; or Associate Professor Seeking Contract Renewal and/or Tenure at the Rank of Associate Professor

The Associate Professor seeking contract renewal must demonstrate steady progression towards meeting the criteria for tenure. For example, during the review period, the faculty member should clearly demonstrate his or her potential long-term value as an instructional faculty member, as evidenced by receipt of peer-reviewed grants from national or regional granting agencies and a clearly defined focus of research. The Associate Professor must also demonstrate an ability for scholarship as evidenced by: authorship of, on average, one peer-reviewed article as a first or second author per year of service since last personnel action; they must also demonstrate an ability to effectively collaborate with other scientific colleagues as evidenced by collaboration on grant and scholarly endeavors; and also demonstrate an ability to communicate research findings to an audience of scientific peers through a minimum of, on average, one peer reviewed presentation per year of service at recognized regional, national or international scientific assemblies; and begin to demonstrate some evidence of recognition in the wider scientific community, as evidenced by peer reviewed presentations at state, national or international meetings. They must also demonstrate progressive maturity in the area of teaching and the versatility to contribute to all levels of the department's instructional program, and demonstrate progressive maturity in service to the school, university and community.

For All Faculty Seeking Contract Renewal and/or Tenure at the Rank of Associate Professor

Instructional Activities

For all faculty members seeking promotion to the rank of I4 and tenure, during the probationary period there should be evidence of a mature level of performance as a teacher and the versatility to contribute to all levels of the department's instructional program (Criteria and Guidelines for Faculty Tenure/Promotion Application University of Hawai'i at Mānoa). Highest priority given for instructional activities is teaching and the subsequent evaluation of academic, for-credit courses. During this probationary period, faculty should teach (at a minimum) two academic, for-credit courses/seminars per year and demonstrate versatility to contribute to all levels of the department's instructional program in the undergraduate and/or graduate level programs. Evidence should include summaries of all student and course evaluations taught and demonstration of how these classes taught contribute to the programmatic and institutional learning outcomes of the School in which the course was taught. Courses should have been assessed by students

using the eCAFÉ forms and there must be a documented annual review by a tenured faculty member from the Department of Nursing (DON) or the Office of Faculty Development & Academic Support (OFDAS) using the DON Teaching Evaluation Form. By the time of submission of the dossier for tenure and promotion to the level of Associate Professor the evaluation scores should demonstrate a consistent pattern of maturation in teaching over a period of time as demonstrated by overall positive comments, and eCAFÉ > 3.5 mean score. In addition, the applicant may choose to include teaching evaluation feedback from the Office of Faculty Development & Academic Support (OFDAS). The faculty member should also provide evidence of participation in curriculum development activities within the School, (such as development or evaluation of curriculum materials and or instructional methods). In addition, the faculty member should have served as an advisor for at least two doctoral students and have served on at least two student PhD committees since the last promotion or tenure.

Scholarship and Research

When seeking tenure and promotion to the rank of Associate Professor, the faculty member should be well on their way to becoming an established scholar in their discipline with a clearly defined focus of research. By the time of the first contract review, there should have been at least one awarded grant, (and for Assistant Professors, by the time of the second contract review) there should have been receipt of at least one significant grant award (taking into consideration funder and amount of award). The comparison peer group consists not only of departmental colleagues, but the whole community of scholars active in their discipline at major research universities (Criteria and Guidelines for Faculty Tenure/Promotion Application University of Hawai'i at Mānoa). In general, publications and other creative activities of a type that permit review by independent referees are of first importance in establishing evidence of scholarly achievement. Other means by which scholarly and creative contributions to the discipline are reviewed, utilized and evaluated by peers outside the University are also important (Criteria and Guidelines for Faculty Tenure/Promotion Application University of Hawai'i at Mānoa).

Research can take many forms and may include clinical or health services research, educational program development and/or evaluation. The faculty member should have established themselves as a scholar in their discipline and must demonstrate evidence of competence in conducting research and other scholarly activities that are focused on their respective area of expertise.

Beginning with the first review for contract renewal, there should be at least one peer reviewed journal article published or accepted for publication with verification from the editor. By the time the dossier for tenure at the rank of Associate Professor is submitted, there should be demonstration of progressive maturity in the procurement of research funding which leads to the generation of scholarly papers in peer-reviewed publications. There should be a minimum of four peer reviewed journal articles published or accepted for publication with verification from the editor since hire as a tenure track faculty member at UH Mānoa.

While a variety of dissemination venues should be evident, the highest priority for

scholarship is dissemination in peer reviewed journal publications. Examples of dissemination venues include peer reviewed: journal articles, abstracts, white papers (sponsored by professional organizations, governmental or non- governmental agencies), oral/poster presentations and/or books and book chapters (see Authorship Conventions for the Department of Nursing). Other dissemination venues considered as gray literature (editorials, newsletters, etc.) are not counted as peer reviewed documents.

Service Activities

The faculty member should have participated in the academic affairs of the School and University, such as through service on appropriate faculty committees and should have shown a willingness to use professional competence in the service of the profession and the general community as well (Criteria and Guidelines for Faculty Tenure/Promotion Application University of Hawai'i at Mānoa). Service is expected at three levels:

1. School of Nursing and Dental Hygiene Level. Faculty member serves on a SONDH or DON committee as a member and demonstrates leadership on a committee or taskforce.
2. University Level. Faculty serves on one University level committee or task force.
3. Professional/Lay Community level. Faculty demonstrates membership in professional organization or faculty provides service to lay community relative to their area of expertise. (Note: For Instructional faculty, the lack of professional public service accomplishments (unlike University service) is not detrimental to advancement – it is recognition that the opportunity for such work in some fields is quite limited. Public service is not a substitute for research and teaching achievements. It is complementary to these other types of activities for Instructional and Research faculty (Criteria and Guidelines for Faculty Tenure/Promotion Application University of Hawai'i at Mānoa).

III. PROFESSOR (I5)

This section applies to *untenured Associate Professors who are seeking tenure and promotion to Professor; tenured Associate Professors seeking promotion to Professor; or faculty hired at the rank of Professor.*

Minimum Qualifications for Hire and Progression

To be promoted to/or hired at the rank of Professor, the faculty member must have an earned doctorate with a research dissertation completed in a field that is relevant to the research and the scholarship interests of the UHM School of Nursing and a clearly defined focus of research. In addition, a minimum of four years of service as a faculty member in a comparable academic university at the rank of Associate Professor or equivalent, and demonstrated research productivity which has resulted in significant recognition by the national or international community of scholars in the same field. The untenured Professor must seek tenure within the timeframe as outlined in the University of Hawai'i Professional Assembly (UHPA) collective bargaining agreement.

Instructional Activities for the Tenured Associate Professor Seeking Promotion to Professor

The Associate Professor seeking promotion to Professor must demonstrate (via eCAFÉ) continued instructional competence and provide evidence of a high level of participation in curriculum development and evaluation activities such as the development; revision of academic courses/curricular materials; utilization of a variety of instructional methods; participation on committees in charge of candidates for advanced degrees (Master's, DNP, or PhD); supervision of independent study activities and off-campus UH Mānoa student learning such as practicum and internships. In addition, the faculty member should have served as an advisor for at least two doctoral students and have served on at least two student PhD committees since the last personnel promotion or tenure.

Instructional Activities for the *Untenured* Associate Professor Seeking Tenure and Promotion to Professor

For all faculty in this category seeking promotion and tenure to the rank of I5, during the probationary period there should be evidence of a mature level of performance as a teacher and the versatility to contribute to all levels of the department's instructional program (Criteria and Guidelines for Faculty Tenure/Promotion Application University of Hawai'i at Mānoa). Highest priority for instructional activities is teaching and the subsequent evaluation of academic, for-credit courses. During this probationary period, faculty should teach (at a minimum) two (2) academic, for-credit courses/seminars undergraduate and/or graduate level courses. Evidence should include summaries of student and course evaluations of ALL courses taught and demonstration of how these classes taught contribute to the programmatic and institutional learning outcomes of the School in which the course was taught. Courses should have been assessed by students using the eCAFÉ forms (for the majority of courses taught) and there must be a documented annual review by a tenured faculty member from the DON or from the Office of Faculty Development & Academic Support (OFDAS) using the DON Teaching Evaluation form. By the time of submission of the dossier for tenure and promotion to the level of Professor their evaluation scores should demonstrate a consistent pattern of improvement in teaching over a period of time as demonstrated by eCAFÉ > 3.5 mean score. In addition, the applicant may choose to include teaching evaluation feedback from the Office of Faculty Development & Academic Support (OFDAS). The faculty member should also provide evidence of participation in curriculum development activities within the University, (such as development or evaluation of curriculum materials and or instructional methods).

Scholarship and Research for All Faculty Seeking Tenure and/or Promotion at the Rank of Professor

When seeking tenure and promotion, or promotion to the rank of Professor, the faculty member should have established themselves as a scholar in the discipline with a clearly defined focus of research. The comparison peer group consists not only of departmental colleagues, but the whole community of scholars active in the discipline at major research universities (Criteria and Guidelines for Faculty Tenure/Promotion Application University of Hawai'i at Mānoa). In general, publications and other creative activities of a type that permit review by independent referees are of first importance in establishing evidence of scholarly achievement. Other means by which scholarly and creative contributions to the

discipline are reviewed, utilized and evaluated by peers outside the University are also important (Criteria and Guidelines for Faculty Tenure/Promotion Application University of Hawai'i at Mānoa).

Research can take many forms and may include clinical, educational or health services research, or research surrounding program development and/or evaluation. The faculty member should have established themselves as a scholar in their discipline and demonstrate evidence of competence in conducting research and other scholarly activities that are focused on their respective area of expertise.

By the time the dossier for tenure, tenure and promotion, and/or promotion review is submitted there should be demonstration of progressive maturity in the procurement of research funding which leads to the generation of scholarly papers in peer-reviewed publications. There should be four or more peer reviewed journal articles published or accepted for publication with verification from the editor since the last personnel action. The highest priority for scholarship is dissemination in peer reviewed journal publications. Evidence of increasing accomplishments in a variety of peer reviewed dissemination venues, including local as well as the national and/or international arenas, should be evident. Dissemination venues may include peer reviewed: journal articles (in national and international journals), abstracts, oral presentations or posters, books or book chapters (see Authorship Conventions). Other dissemination venues considered as gray literature (editorials, newsletters, etc.) are not counted as peer reviewed documents.

Service Activities for All Faculty Seeking Tenure and/or Promotion at the Rank of Professor

The faculty member should have demonstrated leadership in the academic affairs of the School and University and have shown a willingness to use professional competence in the service of the profession and general community (Criteria and Guidelines for Faculty Tenure/Promotion Application University of Hawai'i at Mānoa). Service is expected at three levels:

1. School of Nursing and Dental Hygiene Level. Faculty chairs or holds an office in a SONDH or DON committee.
2. University Level. Faculty serves on one University level committee or task force.
3. Professional/ Lay Community level. Faculty demonstrates leadership in a professional organization. In addition, faculty provides service to the lay community relative to their area of expertise. (Note: For Instructional faculty, the lack of professional public service accomplishments (unlike University service) is not detrimental to advancement—it is recognition that the opportunity for such work in some fields is quite limited. Public service is not a substitute for research and teaching achievements. It is complementary to these other types of activities for Instructional and Research faculty (Criteria and Guidelines for Faculty Tenure/Promotion Application University of Hawai'i at Mānoa).

Minimum Qualifications for Hire with Tenure at the Rank of Associate Professor or Professor

Candidates who meet the qualifications for the rank at which they are being hired, and have already achieved a similar rank with tenure at a benchmark or comparable institution may be granted immediate tenure following the guidelines of Executive Policy E9.215. Under these guidelines the candidate materials must be reviewed and recommendation to grant/not grant tenure be made by the Department Personnel Committee, the Department Chair, the Dean, the VCAA and Chancellor before there is a formal offer of a position to a candidate (2009-2015 UHPA). The award of tenure is at the discretion of the University.

REFERENCE DOCUMENTS

Agreement between the University of Hawai'i Professional Assembly (UHPA) and the Board of Regents of the University of Hawai'i. Available at: the UHPA website www.uhpa.org

Executive Policy (E5.221) Available at: UHM OVCAA website (Tenure, Promotion, and Contract Renewal)
http://manoa.hawaii.edu/ovcaa/faculty/tenure_promotion_contract_renewal/

Executive Policy (E9.215) Available at: University of Hawai'i Administrative Procedures Information System (Tenure Upon Initial Appointment)
<http://www.hawaii.edu/apis/ep/e9/personnel.php>

UHM Criteria and Guidelines for Tenure and Promotion. Available at: UHM OVCAA website (Tenure, Promotion, and Contract Renewal)
http://manoa.hawaii.edu/ovcaa/faculty/tenure_promotion_contract_renewal/

