


APPROVED:

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Mānoa Chancellor's Office Date

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

**Criteria for Hire, Contract Renewal, Promotion and Tenure**

**RESEARCHER (R) FACULTY  
August 2015**

**APPLICABILITY**

These criteria pertain to Researcher (R) 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 RESEARCHER (R3)**

**Minimum Qualifications for Hire and Progression**

To be hired as an Assistant Researcher (R3) the candidate must have an earned doctorate with a research dissertation completed in a relevant field, and must also have a clearly defined focus of fundable research that is in alignment with that of the School of Nursing and Dental Hygiene (SONDH).

**Assistant Researcher Seeking Contract Renewal**

The Assistant Researcher seeking contract renewal must demonstrate at each review progression towards meeting the criteria for tenure and promotion to the rank of R4, must seek tenure and promotion within the same application and must meet the criteria for the rank that they are applying (R4) (Criteria and Guidelines for Faculty Tenure/Promotion Application University of Hawai'i at Mānoa). There should be substantial evidence of potential for independent funding for his or her research, as evidenced by the submission of 2-3 research applications per year for funding and attaining 1-2 successful extra or intramural research grants or contracts (examples include: federal (K award, R03 NIH grants, etc), state/local, foundation (e.g., Josiah Macy Jr. Foundation, Association of Community Health Nursing , American Association of Critical-Care Nurses, Preventive Cardiovascular Nurses Association/American Nurses Foundation, etc) during time in service at the rank of R3. The Assistant Researcher must also demonstrate productive scholarship, as evidenced by, on average, two peer review publications for each year of service at the rank of R3, and progressive maturity in the areas of instruction and service

as noted in the tenure and promotion criteria noted in the next sections below.

## II. ASSOCIATE RESEARCHER (R4)

**This section applies to Assistant Researchers (R3) who are seeking tenure and promotion to Associate Researcher (R4) or Associate Researchers (R4) who are seeking tenure without promotion. The untenured Associate Researcher seeking contract renewal must demonstrate progression towards meeting the tenure criteria. The Associate Researcher may seek tenure, tenure and promotion or promotion with one application.**

### **Minimum Qualifications for Hire and Progression**

To be hired as an Associate Researcher (R4), 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 Dental Hygiene, a clearly defined focus of fundable research that is in alignment with the School of Nursing and Dental Hygiene, and a minimum of four years of service as a faculty member in a university. The untenured Associate Researcher must seek tenure and/or promotion within the timetable outlined in the University of Hawaii Criteria for Tenure and Promotion.

### **Assistant Researcher (R3) Seeking Promotion/Tenure to Rank of Associate Researcher (R4); or Associate Researcher (R4) Seeking Contract Renewal and/or Tenure at the Rank of Associate Researcher (R4)**

The Associate Researcher seeking contract renewal must demonstrate steady progression towards meeting the criteria for tenure. During the review period, the faculty member must demonstrate his or her potential long-term value as a researcher, as evidenced by submission of 2-3 grant applications with 1-2 of the submitted applications being scored by the reviewing agency, for each year of service at the rank of R4, seeking funding from national or regional granting agencies or foundations (for example, the National Institutes of Health, Agency for Healthcare Research and Quality, Health Resources and Services Administration, US Dept. of Agriculture, Oncology Nursing Society Foundation - Research Awards, American Psychiatric Nursing Foundation Research Grants, Substance Abuse and Mental Health Services Administration, National Science Foundation, US Army Research Material Command, Rockefeller Foundation, Centers for Disease Control, Robert Wood Johnson Foundation). (Note, if the Associate Researcher is awarded a large multi-year grant the number of grant applications per year can be lowered to 1-2). Associate Researchers are encouraged to submit R21 and investigator-initiated R01 federal applications from NIH or comparable funding agencies. During service at the rank of R4 researcher should be awarded 1-2 multi-year research grants or contracts.

The Associate Researcher must also demonstrate an ability for significant scholarship as evidenced by: authorship of, on average, two peer-reviewed articles 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, two peer reviewed presentations 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 requests to review manuscripts for respected journals (serve as a reviewer for at least one peer reviewed journal); received invitations to present at peer reviewed state, national or international meetings or serve on scientific review panels.

For the Research faculty member, research may include clinical or health services research. By the time the faculty member applies for tenure or tenure and promotion, they should have established themselves as a scholar in their discipline and demonstrate clear evidence of competence in acquiring research funding, conducting research and other scholarly activities that are focused on their respective area of expertise, including consistent publication in the peer reviewed literature, and demonstrated a high level of competence in research. Criteria for tenure at the rank of R4 as outlined below must be met.

#### **Contract Renewal and/or Tenure at the Rank of Associate Researcher (R4)**

##### **Instructional Activities**

For faculty initially hired at the Associate Researcher (R4) level who are seeking tenure at the rank of R4, during the probationary period there must be evidence of his or her value as a teacher or mentor for research in a variety of ways, such as providing guest lectures in courses at the university, organizing scholarly brown-bag or departmental seminars for students and faculty, moderating journal clubs, precepting or mentoring students involved in research, participating on committees in charge of candidates for advanced degrees (Master's, DNP, PhD); supervising independent study activities, serving on dissertation committees and/or scholarly inquiry projects; mentoring of junior faculty or postdoctoral fellows for research and scholarship endeavors.

##### **Scholarship and Research**

For tenure or tenure and promotion at the rank of Associate Researcher (R4) the faculty member should have clearly demonstrated his or her potential long-term value as a researcher as evidenced by an ability to obtain and sustain an active research program that is in alignment with the School of Nursing and Dental Hygiene and is supported by peer-reviewed funding from national or regional granting agencies. There must be a consistent track record of continuous extramural research grant submission, research grant funding as the Principal Investigator and as a Co- Investigator, with (since the last personnel action), 1-3 extramurally funded research grants or foundation funding including multiyear research grants from national or regional granting agencies. The highest priority for scholarship is dissemination in peer reviewed journal publications. There should be authorship of, on average, two peer-reviewed articles as a first or second author, per year of service since the last personnel action. Evidence of increasing accomplishments in a variety of peer reviewed dissemination venue, including local as well

as the national and/or international arenas should be evident. Such 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). It should be noted that other dissemination venues considered gray literature (editorials, newsletters, etc.) are not counted as peer reviewed documents.

The applicant must also demonstrate an ability to effectively collaborate with scientific colleagues as evidenced by interdisciplinary collaboration on grant and scholarly endeavors; the ability to communicate research findings to an audience of scientific peers through on average - two or more presentations per year, since the last personnel action, at recognized regional, national or international scientific assemblies; and strong evidence of recognition in the wider scientific community, as evidenced by serving as a reviewer for a minimum of two peer review journals, invitations to national and international meetings, and service on two or more scientific review panels. Other scholarly endeavors that can provide such evidence might include: editorship of books, invitations as a guest lecturer at national/international conferences and at other institutions, convening of conferences, service on editorial boards of respected journals, service on national/international committees and receipt of prizes/awards.

#### Service Activities

The faculty member should have demonstrated leadership in the research affairs of the school and University; and have shown a willingness to use professional competence in the service of the profession and general community. 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 Research 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. RESEARCHER (R5)**

**This section applies to untenured Associate Researchers (R4) who are seeking contract renewal or tenure and promotion to Researcher (R5); tenured Associate Researchers (R4) seeking promotion to Researcher (R5) or untenured faculty hired at the rank of Researcher (R5).**

#### Minimum Qualifications for Hire and Progression

To be hired at the rank of Researcher (R5) 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, a clear focus of research, and a minimum of four years of service as a faculty member in a university. Such faculty member must have clearly demonstrated his or her potential long-term value as a researcher, as evidenced by a strong mature record for substantive research, scholarship, instruction and service. They should be an established scholar in their discipline and have a strong track record for acquiring research funding, conducting research, mentoring students and more junior faculty, and other scholarly activities that are focused on their respective area of expertise. This includes consistent publication in the peer review literature. The untenured Researcher must seek tenure within the timeframe as outlined in the UHM Criteria and Guidelines for Faculty Tenure and Promotion.

**Instructional Activities for the Tenured Associate Researcher (R4) Seeking Promotion to Researcher (R5) or Untenured Associate Researcher Seeking Tenure and Promotion to Researcher (R5)**

For the faculty hired at the Researcher level (R5) who is are seeking tenure, there should be evidence of his or her value as a teacher or mentor for research in any of a variety of ways, such as providing guest lectures in courses, organizing scholarly brown-bag or departmental seminars for students, moderating journal clubs, serving as a preceptor for students involved in research, participating on committees in charge of candidates for advanced degrees (Master's, DNP or PhD); supervising independent study activities, serving on dissertation committees; and mentoring of junior faculty or postdoctoral fellows for research and scholarship endeavors).

**Scholarship Activities for the Tenured Associate Researcher (R4) Seeking Promotion to Researcher (R5) or Untenured Associate Researcher Seeking Tenure and Promotion to Researcher (R5)**

For tenure at rank of Associate Researcher (R5) the faculty member should have clearly demonstrated his or her potential long-term value as a researcher as evidenced by an ability to sustain an active research program that is supported by peer-reviewed funding from national or regional granting agencies. There must be a consistent track record of research grant funding that includes (since the last personnel action), funding for 2-4 multiyear R01 level or comparable research grants from national or regional granting agencies. The track record should also include the Researcher serving as both the Principal Investigator and a Co-Investigator on R01 level grants with demonstrated multiprofessional collaboration.

The highest priority for scholarship is dissemination in peer reviewed journal publications. There should be authorship of, on average, two peer-reviewed articles as a first or second author per year of service since the last personnel action. Evidence of increasing accomplishments in a variety of peer reviewed dissemination venues, including local as well as national and/or international arenas should be evident. Such 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). It should be noted that other dissemination venues

considered gray literature (editorials, newsletters, etc.) are not counted as peer reviewed documents. The applicant must also demonstrate an ability to effectively collaborate with scientific colleagues as evidenced by interdisciplinary collaboration on grant and scholarly endeavors; the ability to communicate research findings to an audience of scientific peers through a minimum of - on average - two presentations per year, since the last personnel action, at recognized national or international scientific assemblies; and strong evidence of recognition in the wider scientific community, as evidenced by serving as a reviewer for a minimum of two peer review journals; and invitations to national and international meetings and service on two or more scientific review panels. Other scholarly endeavors that might be used as evidence include: editorship of books, invitations as a guest lecturer at national/international conferences and at other institutions, convening of conferences, service on editorial boards of respected journals, service on national/international committees, and/or receipt of prizes/awards.

#### **Service Activities for All Researchers Seeking Tenure at the Rank of Researcher**

For tenure as a Researcher (R5) the faculty member should have demonstrated leadership in the research affairs of the school and University; and have shown a willingness to use professional competence in the service of the profession and general community. 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 Research 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 Researcher (R4) or Researcher (R5)**

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](http://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/](http://manoa.hawaii.edu/ovcaa/faculty/tenure_promotion_contract_renewal/)

Executive Policy (E9.215) Available at: University of Hawaii 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/](http://manoa.hawaii.edu/ovcaa/faculty/tenure_promotion_contract_renewal/)

