I. **POLICIES AND PROCEDURES FOR PROMOTION, TENURE AND CONTRACT RENEWAL APPLICATION**

1. **Review of Personnel Policies and Procedures**
   These policies and procedures shall be reviewed and voted upon annually (each Spring Semester). Suggested changes must be approved by a majority vote of the bargaining unit Faculty members. If changes are then made to these policies and procedures, faculty who are applying for tenure and/or promotion may choose to have their dossier considered under the procedures that were in place two years prior to the tenure and/or promotion application, or the newly revised ones.

   Note that these policies are in addition to the University of Hawaii Professional Assembly faculty contract and the policies of the University of Hawaii Board of Regents.

2. **Department Personnel Committee (DPC) Membership**

   A. The DPC shall be a five-member committee, all of whom are tenured members of Bargaining Unit 7 and the Department of Special Education. The Department of Special Education Chair shall not be a member of the DPC. Tenured faculty members under consideration for promotion may not serve on the Committee. Faculty members participating in personnel actions have the responsibility for avoiding conflict of roles by recusing themselves when such conflicts exist.

   B. In the case of promotion actions, all DPC members must be at or above the rank at which promotion is sought; in the case of tenure actions, all DPC members must be at or above the rank of the applicant. (More than one DPC may be constituted in a year with multiple personnel actions.)

   C. At the end of spring semester each year, the members of the DPC for the following Academic Year shall be elected by secret ballot by tenure-track faculty in the Department of Special Education. The ballot will list the names of all faculty members eligible and willing to serve on the DPC (see 1.A. and 1.B.); tenure-track faculty will be directed to vote for three individuals (either in-person or electronically). The five faculty members with the highest number of votes will be named to the DPC. In the case of a tie that results in more than five faculty having the highest number of votes, an additional secret vote will be held. The ballot for the tie-breaker will list the names that were tied; tenure-track faculty will be asked to vote for one individual. Names on the second ballot will be rank-ordered by the total number of votes received and remaining membership spots on the DPC will be filled by the individuals with the highest number of votes. This 2nd ballot procedure will be repeated as necessary until five names are identified with the highest number of votes.
D. If there are fewer than five eligible faculty in the Department of Special Education available to serve on the DPC, the Department Chair will consult with faculty for whom there will be tenure and promotion actions and generate a list of Bargaining Unit 7 members who are from related disciplines in the College of Education as possible DPC members. The Department Chair will forward this list to the College of Education Dean, and the Dean will convene the DPC.

E. The DPC chair shall be elected by the committee from among its members following their election. The DPC chair must be a faculty member of the Department of Special Education.

F. Names of all DPC members will be forwarded to the Dean of the College of Education for appointment.

3. Letters from External Reviewers (for Tenure and/or Promotion Actions)
   A. During the first week of the Fall Semester “on duty” period, the applicant, in consultation with the department chair, will generate a list of at least five names and addresses of respected scholars in the field who are not at the University of Hawai‘i at Manoa. The Department Chair will add five names to this list. In selecting external reviewers, applicants and the Department Chair should adhere to the following criteria: External reviewers should be (a) at the same rank or higher than the rank at which the applicant is seeking tenure and/or promotion, (b) professionals with whom the applicant has not had a close working relationship, and (c) respected scholars in the applicant’s area of scholarship preferably from a peer institution.

   B. No later than August 31, the Department Chair will contact the prospective external reviewers to ask if they are willing to serve. The Department Chair will contact reviewers until at least two from the applicant's list and two from the Chair's list agree to provide external reviews. The Department Chair will send each reviewer the applicant’s curriculum vita, reprints of 3-5 publications selected by the applicant that are representative of the applicant’s work, and a copy of both the University and Department’s Criteria for Promotion and/or Tenure. In a letter accompanying the materials, the chairperson states that the department is requesting the external reviewer’s professional opinion of the applicant’s scholarly contributions to the field and whether the applicant would be eligible for promotion or tenure at the external reviewer's institution of higher education. (See Appendix A).

   C. Each external reviewer will be asked to submit his or her curriculum vita and evaluation of the applicant’s scholarship.

4. DPC Review Process - Tenure and/or Promotion Actions
   A. Each DPC member will be provided with the applicant’s dossier and a copy of both the University and the Department’s Criteria for Promotion and/or Tenure. Each DPC member will evaluate the dossier and provide feedback to the committee. The committee may suggest the applicant make non-substantive changes and resubmit. After the DPC members discuss their evaluation of the applicant, a vote shall be taken by secret ballot and the outcome shall be recorded. Although additional substantive information (e.g., journal article acceptance decision, letter of support) will be accepted after the dossier has been submitted to the department, additional information from the applicant cannot be added after the DPC has voted.
B. The comments of DPC members will be used in the required written assessment to justify positive or negative recommendation for tenure and/or promotion. The DPC statement and vote is then attached to the dossier and the dossier is forwarded to the Department Chair. The DPC will adhere to timelines established by the Dean’s Office.

C. The Department Chair will conduct an independent evaluation of the applicant's dossier and provide a written assessment and a recommendation for/against tenure and/or promotion. The Chair's written assessment will be attached to the dossier, and the dossier will then be submitted to the Dean of the College of Education.

5. DPC Review Process - Contract Renewal (Probationary Faculty)

A. Probationary faculty will submit a self-evaluation during required years (including all original student evaluations of classes/practica and summaries of the evaluations), course syllabi, and current curriculum vita to the Department Chair. Each DPC member will evaluate the materials and a vote shall be taken by secret ballot indicating (a) an overall rating (satisfactory or unsatisfactory) and (b) a contract renewal recommendation (renewal or non-renewal).

B. The DPC will draft a narrative of the faculty member’s performance in teaching, research, and service. The DPC statement and vote is attached to the dossier and the dossier is forwarded to the Department Chair.

C. The Department Chair will review the self-evaluation document and write an independent assessment of the faculty member's performance in teaching, research, and service. The chair will also indicate (a) overall rating (satisfactory or unsatisfactory), (b) future need for this position (yes or no), and (c) a contract renewal (renewal or non-renewal).

D. The Department Chair will meet with the faculty member and report his or her own assessments and recommendations and those of the DPC. If DPC members have suggestions for the faculty member to improve his/her self-evaluation document and/or performance, the suggestions will be provided to the faculty member. The faculty member will sign and date the narratives indicating receipt of the information. A signed copy of the narratives will be provided to the faculty member.

E. The Department Chair will forward the DPC and Chair assessments to the Dean of the College of Education.
EXTERNAL REVIEWER REQUEST LETTER

The faculty and administration of the University of Hawai'i at Manoa greatly appreciate your willingness and efforts in commenting on the work of Dr. ________.

Your review of Assistant/Associate Professor ________ is for the sole purpose of helping our faculty and administration to evaluate Dr. ________ for promotion and tenure. We ask that you use the criteria provided and focus your review on the quality and contributions of Dr. ________'s scholarship. Please do not comment on whether he/she meets the criteria for promotion at your university. Your identity as a confidential referee will not be shared with the applicant.

Enclosed please find the Department of Special Education's and The University of Hawaii at Manoa's criteria for (tenure and) promotion to associate/full professor, Dr. ________'s curriculum vita, and reprints of 3-5 of his/her representative publications.

Thank you for assisting in this most important process. Please submit your evaluation of Dr. ________ and your curriculum vita by Friday, September ___, 20__.

Sincerely,

__________________________
Department Chair

enclosures
II. PERIODIC REVIEW OF TENURED FACULTY

A. Faculty who are to be reviewed will submit a current curriculum vitae, resume, or other "academic profile" that addresses departmental and university expectations for teaching, research, and service that addresses departmental expectations by the date provided by the Dean’s Office. The Office of the Vice Chancellor for Academic Affairs’ guidelines for tenured faculty review may be found at http://manoa.hawaii.edu/ovcaa/faculty/ under the “Periodic Review of Tenure Faculty Procedures” link.

B. Within two months of submitting review materials, the Department Chair will review the record of the faculty member being considered for evaluation. When the Department Chair is scheduled for review, the chair of the DPC will conduct the review.

C. If the Department Chair determines that the professional activities of the faculty member who is being evaluated meet reasonable expectations as established by the faculty of the Department, she/he will inform the faculty member and the Dean, and the review is concluded.

D. If the Department Chair determines that the professional activities of the faculty member do not meet reasonable expectations, the Department Chair shall specify in writing the deficiencies that have been identified. If the faculty member does not contest the assessment of the Chair, the faculty member shall sign that he/she agrees with the statement of deficiencies. The faculty member, Department Chair, and Dean shall confer to create a Professional Development Plan that addresses the deficiencies. The final plan shall be in writing and signed by the faculty member, Department Chair, and Dean. In instances where an individual faculty member does not meet reasonable expectations, additional University of Hawaii at Manoa administrative procedures apply (Procedures for Evaluation of Faculty at UH-Manoa).

Departmental Expectations for Periodic Review of Tenured Faculty

The Department of Special Education expects that all tenured faculty will maintain a record of teaching, research, and service appropriate to their rank and assigned duties. In considering what is appropriate to an individual's rank, the Department of Special Education's Criteria for Promotion and Tenure shall be used as a guide.

The review documents should provide the following information:

- The period of review and nature of the position.
- Teaching:
  - A brief overview of assigned instructional duties (cohort coordination, advising, teaching, field supervision, etc.).
  - Courses taught (including field supervision) during the review period including the semester, course number, course name, and number of students enrolled.
  - A summary table of student evaluations for courses and field supervision and a brief narrative commenting course and field supervision assignments.
  - Accomplishments in curriculum and program development.
  - Student advising activities.
- Scholarship
  o An overview of scholarly activities (research, publications, grant writing, conference presentations, etc.) completed during this review period.
  o An indication of percent of contribution, quality of publication, and how scholarly activities relate to expectations of promotion criteria at your current rank.

- Service
  o An overview of service activities during this review period including service to the university, college, and department; service to the community; and service to the profession.
  o An indication of "high demand" committees and service as committee chair, editor, or other leadership role.

III. PROCEDURES FOR RECOMMENDING DEPARTMENT CHAIR

A. In Spring Semester of each year the Department Personnel Committee (DPC) chair will solicit nominations for Department Chair from all faculty in the Department. It is the responsibility of the person nominating to ensure that the nominee agrees; faculty may self-nominate or decline the nomination.

B. The DPC chair creates a ballot (if necessary), conducts the vote, and counts the ballots. All bargaining unit faculty members are eligible to vote; voting is by secret ballot.

C. By the end of spring semester, or within the timeframe specified by the COE Dean’s office, the name of the person with the most votes is submitted as a recommendation to the Dean of the College of Education who will then appoint the Chair of the Department of Special Education.

IV. SPECIAL SALARY ADJUSTMENT

Faculty may be recognized for meritorious performance in teaching, research, and/or service by submitting a completed Special Salary Adjustment or Bonus Payment request form with supporting attachments to the Department Chair. All requests shall be brought before the Faculty Member’s department. All bargaining unit members in the Department shall be given the opportunity to review the request and support or not support the request. The Department position and comments shall be provided to the Dean. Guidelines are provided in a Memorandum of Understanding that may be found at: http://1gyv0p31bywk3k109732jggr.wpengine.netdna-cdn.com/wp-content/uploads/legacy/uhpa-bor-contract/r-18-memorandum-of-understanding-on-the-procedures-for-special-salary-adjustments-and-bonus-payments.pdf
Process:

1. All requests and nominations shall be brought before members of the Special Education Department.

2. All bargaining unit members in the department/division shall be given the opportunity to review the request.

3. A meeting of the full faculty (except for the applicant) will be called by the chair of the DPC at which time members of the bargaining unit may ask questions and discuss the request. Each member will then vote by secret ballot to support or not support the request. The DPC chair will convey a summary of the discussion and vote outcome to the Department Chair. The Chair will then present the Department’s position and comments to the Dean.