

APPROVED:

UHPA

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Water Resources Research Center

Criteria for Tenure and Promotion of Instructional/Research Personnel

Adopted September 12, 1997

The following criteria are consistent with the University of Hawai'i at Mānoa *Criteria and Guidelines for Faculty Tenure/Promotion Application* of September 1996 as well as the 1995-1999 *Agreement between the University of Hawai'i Professional Assembly and the Board of Regents*. These documents serve as our basic guidelines.

The tenure assessment is based on a composite evaluation of the candidate's accomplishments and his or her value to the Center. The tenure assessment focuses on the candidate's future value to the Center and the University. Promotion, by contrast, recognizes the sum total of the candidate's work, professional reputation and contribution to the University's mission and goals.

Given the diversity of WRRC personnel, the criteria outlined below are meant as guidelines for DPC and DC deliberations, not as rigid requirements or entitlements. The evaluations of both DPC and DC shall be carried out with as complete and rounded a consideration of the candidate's contributions as possible.

Criteria for Tenure and Promotion of Research Faculty

The Tenure Assessment

Tenure is recommended as a judgement of the candidate's future value to the missions of the University and WRRC. The tenure assessment is based upon:

1. *Evaluation of teaching* is the direct responsibility of the Department in which the candidate holds a joint appointment. WRRC is primarily concerned with those departmental courses and graduate programs and subject matter directly related to the objectives and programs of the Center.

Assessment is based on recognition of value to the Center for the long-term and response from the students.

2. *Student advising and thesis and dissertation supervision* is evaluated on the basis of an adequate engagement in such activities related to research or creative activity in the Center's programs for the long term.
3. *Research-related activity* is evaluated on the basis of meeting the mission of WRRC and the

importance of the candidate's work to the subject matter field, the Center, the Department, the School, the local area, the region, the national and international community.

Research shall demonstrate adequate progression, in time, in breadth, and in depth. An evaluation shall be made as to the nature and the timeliness of the applied research, with respect to the solution of practical problems and the long-term goals of the Center.

Evaluation of publications shall be based upon their acceptance as contributions to the discipline. They must be published in reputable, recognized journals, books, proceedings or technical reports and publications of the Center. These would normally be expected to result from research and study while in residence, in the employ of the University and while holding appointment with the Center. Work submitted but not yet accepted for publication will be evaluated with partial credit, depending on the committee's evaluation of the likelihood of eventual publication as well as the significance of the work and reputation of the outlet.

Presentation of findings from research and creative activity is expected at local, national and international conferences and workshops. Such endeavors are assessed on the basis of its contribution to the field of endeavor.

The award of research grants and contracts to meet the goals of the Center is direct evidence of success in enhancing the reputation of the Center, is expected of WRRC faculty and is a positive indicator of research activity.

4. *Service* is evaluated based on the activity's relationship to the broad mission of WRRC and the University of Hawaii, within and outside the University.

The evaluation of service shall be based on evidence of the nature and amount of activity at all levels within and outside the University including but not limited to administrative duties, committee work, review of environmental impact statements and legislative proposals, legislative appearances, workshops; membership in and service to professional organizations. Any other activities of the individual bringing positive recognition to the Center and the University through his or her work shall be fully recognized, although it may not be covered in any of the above-listed criteria.

5. *Professional activity* is expected by individual faculty in professional organizations relating to his or her discipline. Service on committees or as an officer or in other creditable roles with the organization are considered as an indication of the degree of professional development and as a measure of the individual's professional reputation.

Other professional activities of the individual bringing positive recognition to the Center and the University shall be fully recognized, although it may not be covered in any of the above-listed criteria.

Of the preceding five criteria, no. 3, research related activity, shall be given the most weight.

The Promotion Assessment

While a positive recommendation for tenure is basically a judgement on the candidate's future value, promotion rewards the accumulation of past accomplishments. Evaluation for promotion uses a composite of the candidate's accomplishments and his value to the Center, as indicated by the following criteria:

1. *Evaluation of teaching* is the direct responsibility of the Department in which the candidate holds a joint appointment. WRRC is primarily concerned with those departmental courses and graduate programs and subject matter directly related to the objectives and programs of the Center.

Candidates for promotion must demonstrate active and continuing participation in research and thesis supervision on subjects related to the Center's mission.

2. *Student advising and thesis and dissertation supervision* is evaluated on the basis of an adequate engagement in such activities related to research or creative activity in the Center's programs for the long term.
3. *Research-related activity* is evaluated on the basis of its contribution to the mission of WRRC and the importance of the candidate's work to the subject matter field, the Center, the Department, the School, the local area, the region, the national and international community.

Research shall demonstrate adequate progression, in time, in breadth, and in depth. An evaluation shall be made as to the nature and the timeliness of the applied research, with respect to the solution of practical problems and the long-term goals of the Center.

The award of research grants and contracts to meet the goals of the Center is direct evidence of success in enhancing the reputation of the Center, is expected of WRRC faculty and is a positive indicator of research activity.

Evaluation of publications is based upon their acceptance as contributions to the discipline. They must be published in reputable refereed journals, books, conference proceedings or technical reports and publications of the Center. These would normally be expected to result from research and study while in residence, in the employ of the University and while holding appointment with the Center.

Promotion to associate professor/researcher generally requires at least five publications since the last promotion. Promotion to full professor generally requires at least ten publications since the last promotion.

4. *Service* is evaluated based on the activity's relationship to the broad mission of WRRC and the University of Hawaii, within and outside the University.

The evaluation of service shall be based on evidence of the nature and amount of activity at all levels within and outside the University including but not limited to administrative duties, committee work, review of environmental impact statements and legislative proposals, legislative appearances, workshops; membership in and service to professional organizations.

Any other activities of the individual bringing positive recognition to the Center and the University through his or her work shall be fully recognized, although it may not be covered in any of the above-listed criteria.

5. *Professional activity* is expected by individual faculty in professional organizations relating to his or her discipline. Service on committees or as an officer or in other creditable roles with the organization are considered as an indication of the degree of professional development and as a measure of the individual's professional reputation.

Other professional activities of the individual bringing positive recognition to the Center and the University shall be fully recognized, although it may not be covered in any of the above-listed criteria.

Of the preceding five criteria, no. 3, research related activity, shall be given the most weight.

Criteria for Tenure and Promotion of Specialist Faculty

The Water Resources Research Center will use the University of Hawai'i campus wide criteria for promotion and tenure of Specialist Faculty. These criteria are consistent with the University of Hawai'i Agreement of 1995-1999.

A specialist ranking in WRRC recognizes that a substantial expectation of the job assignment is related to some service activity. However, since WRRC is a research unit with research missions, specialists' position descriptions will normally include a substantial research component. Performance expectations will be based proportionately on the criteria outlined above for research faculty. Campus wide criteria for promotion and tenure of specialist faculty, consistent with the University of Hawaii Professional Assembly Agreement, 1995-1999 will be applied. Since all WRRC specialists have specific job requirements, they should consult with the Director of WRRC to determine the research expected.

WRRC Procedures for Personnel Decisions

Tenure and promotion evaluation processes originate in the department where the locus of tenure resides. For faculty with tenure in WRRC, the Director will call for materials in accordance with the University's schedule, published each fall. For those with tenure in other departments, dossiers will come to WRRC from the "home" department.

WRRC Personnel Committee

The WRRC Personnel Committee consists of all WRRC faculty who are tenured Bargaining Unit 7 members, excluding the Director. Only those of rank equivalent to that being applied for,

or higher, may vote on promotions. If there are fewer than five such faculty, the Director shall invite enough qualified faculty members from outside WRRC to constitute a five-person committee, which is called the Department Personnel Committee (DPC).

The DPC considers contract renewals, tenure applications and promotion applications. Final votes on these matters will be conducted by secret ballot. Applicants for promotion are excluded from all deliberations and votes concerning their case.

The Director and DPC make independent recommendations on behalf of the department concerning contract renewals, tenure or promotion.

Procedures for Review of Dossiers

For 100% FTE WRRC-based faculty, the candidate will supply several names for external reviews. The Director and DPC may select others as well. For faculty holding joint appointments, the candidate will be evaluated by the WRRC DPC and Director independently of the joint department. WRRC DPC and Director may select external reviewers in addition to those selected by the candidate and his or her tenure-base unit. However, the WRRC DPC and Director will work together with the joint unit in soliciting external reviews. The DPC chair(s) will solicit the external reviews.

The candidate may review the Director's and DPC's statements for factual accuracy.

Any evaluation material received "late" shall be reviewed by the Director and DPC and forwarded for inclusion with the candidate's dossier, with or without further comment.

Revision of Criteria and Procedures for Personnel Decisions

The criteria and procedures for personnel decisions may be amended by a majority vote of the tenure-track and tenured faculty. Amendments shall be sent through the Director to the Senior Vice President for review and approval. Approved amended procedures shall be filed with the University of Hawaii Professional Assembly and the Director.