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PROCEDURES ON TENURE, PROMOTION AND CONTRACT RENEWAL
Department of Earth Sciences
University of Hawaii at Manoa
August 2001 (amended April 2014, August 2020)
(Assembled from appropriate sections of (1) Organization of the Department of Earth Sciences, and (2) Criteria for Promotion and Tenure, Department of Earth Sciences)

Department Organization

The Department of Earth Sciences is organized on the basis of its Faculty, a Department Chair, seven Standing Committees, various Ad Hoc Committees, and Graduate Study-Area Groups.

The recommendation for Department Chair forwarded to the Dean must be based on a majority vote of all Bargaining Unit 07 (BU07) members in the department.

The Standing Committees are:

- Curriculum Committee
- Departmental Committee
- Graduate Admissions Committee
- Graduate Studies Committee
- Personnel and Planning Committee
- Relations and Honors Committee
- Undergraduate Studies Committee

Standing committee service is normally for a one year term. The Department Chair establishes the membership of each Standing Committee, assigns the chair of the committee, but each committee sets its own procedures and meets as needed to carry out its responsibilities as listed in the Organization of the Department (last major adoption November, 1986, amended April, 1997).

Department Expectations

It is expected that each faculty member will find the mixture of research, teaching, and service that best suits his or her abilities, inclinations, and nature of appointment. This includes:

- a) Conduct scientific research and publish the results.
- b) Offer and effectively teach courses designed to meet the needs of the Department.
- c) Participate in education through conscientious advising and supporting of students.

- d) Maintain, supervise, and improve critical department research facilities, train and assist facility users.
- e) Participate in the functioning of the Department and its programs through service on committees.

Promotion and Tenure

Written criteria for promotion and tenure (adopted by the Department, 2/95) are distributed to all faculty at the time of hire, and again when notification is received of intent to apply for promotion and/or tenure. These criteria detail expected accomplishments and on what basis an assessment will be made. Minimum qualifications for tenure and promotion as defined by the University (as approved on July 24, 1987 by the Board of Regents) apply in all cases. The Department's criteria are additional to the minimum qualifications of the University. R (Research) and I (Instructional) faculty are treated with the same criteria, S (Specialist) faculty are treated with somewhat different criteria.

It is the responsibility of the candidate to assemble all necessary information for promotion and/or tenure.

Outside evaluation by peers

For research, specialist, and instructional faculty at least 5 letters of reference will be obtained by the Department from respected scholars who are experts in the candidate's field from outside the University. At least two of these will be selected from a list supplied by the candidate. For specialist faculty that run facilities, the department will also obtain up to 3 letters from facility users within the university. The candidate must declare his or her intent to apply for promotion at least one month prior to the University deadline to allow time for receipt of these letters.

Procedures for the orderly review of tenure and promotion dossiers must include:

1. External evaluations must be solicited by the Department Chair in consultation with the Chair of the DPC.
2. The candidate is asked to provide in writing three to five names and addresses of respected scholars in related fields who are not at the University of Hawaii, Manoa.
3. It is the obligation of the department/institute to secure external evaluations. The candidate should not contact possible external evaluators.
4. The Department Chair, in consultation with the Chair of the DPC, should secure letters from two to three of the people on the candidate's list and a comparable number of letters from known scholars proposed by the department/institute, who can evaluate the candidates work.
5. The following paragraph will be included in the letter to external evaluators.

Your review of Professor _____ is for the sole purpose of helping the faculty and administration of the University of Hawai'i at Mānoa to

evaluate this faculty member for promotion and/or tenure (use appropriate phase). Your identity as a confidential referee will not be shared with this candidate and we will do our best to maintain the confidentiality of your evaluation. The faculty and administration of the University of Hawai'i greatly appreciate your willingness and efforts in evaluating and commenting on the work of this faculty member.

6. Procedure for handling the evaluation should include the following:
 - I. Mark the letter "Confidential" as soon as it arrives. Do not show the letter to the candidate at any time.
 - II. Make seven (7) copies of the letter and assemble eight (8) sets of confidential letters (original + 7 copies). One set of confidential letters should be included with each copy of the dossier.
 - III. Place the confidential letters in eight (8) manila envelopes marked "CONFIDENTIAL" and with the candidate's name. Include inside each envelope a listing of the reviewers, their institutional and disciplinary affiliations and whether they came from the candidate's or the department's list. Also include a copy of the letter sent to external reviewers.
 - IV. On page 5.2, Department Assessment (Section E, Confidential Letters of Evaluation), indicate the number of confidential letters solicited by the department, the number of confidential letters received by the department, and indicate the number from the candidates list and from the departments list. Do not list the authors of the confidential letters in this section.
 - V. In *summer of the following year*, when the final decisions are announced, a brief letter should be sent to each of the external reviewers informing them of the disposition of the case and thanking them once again for their efforts on behalf of the department, the college, and the UH Mānoa. In the case of a negative decision, departments must confirm with the Mānoa Office of the Vice Chancellor for Academic Affairs that any appeal has been resolved prior to contacting the reviewers.

Department Personnel Committee

The Department Personnel Committee (DPC) consists of all tenured BU07 members with a home base in the Department of Earth Sciences. The Department of Earth Sciences has voted not to allow non-tenure track faculty to participate in the establishment of DPC policies and procedures and take part in the discussions of the DPC. Only faculty of equal or higher rank to the position sought may vote on applications for promotion. The Department Chair may not participate in any way in tenure or promotion deliberations conducted by the DPC. After due deliberation of the applicant's application, the DPC will vote by secret ballot and forward its results in writing to the Department Chair.

Contract Renewal

It is the responsibility of the faculty member to provide the department with updated curriculum vitae every fall, including a complete list of publications, teaching endeavors, proposals submitted and grants received, and a list of Department, University, community, national and international service.

Department Personnel Committee

After an orderly review of dossiers submitted by the applicant the DPC consisting of all tenured BU07 members of the Department of Earth Sciences will vote by secret ballot and forward the result in writing to the Department Chair.