

APPROVED:

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UHPA

Date

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Michael Bruno March 18, 2021

Mānoa Provost's Office

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College of Engineering Procedures for Promotion, Tenure, Annual Review and Periodic Review of Specialist Faculty

Scope

This document applies to specialist faculty assigned to the College of Engineering (CoE) dean's office and not to a department or other organizational unit (e.g., a center).

Personnel Committee Structure

1. The Faculty Personnel Committee (FPC) shall be composed of 5 (five) tenured faculty members of rank at least equal to the applicant (higher if applying for promotion). Members outside the college can be appointed to the FPC, but the majority of the FPC shall be within the CoE. The dean is responsible for appointing the FPC members, but is otherwise excluded from participation by voice, vote, presence, or in any other form of communication in the deliberations of the FPC.
2. The FPC term of office is one academic year.
3. The FPC shall determine the chair of the FPC, but the chair shall be from CoE.
4. The dean (or any other non-bargaining unit member) shall not participate in the deliberation and recommendation of the FPC.

Review for Contract Renewal of Probationary Faculty Members

Review for contract renewal of probationary tenure track faculty members shall be conducted in accordance with the provisions of the agreement between the University of Hawai'i Professional Assembly and the Board of Regents, University of Hawai'i.

The reappointment recommendation form for the assessment of the faculty member's performance is initiated by the dean. The form is passed to the FPC. The FPC shall include its assessment and recommendation. The FPC chair will then need to show the faculty member the FPC's assessment, prior to forwarding it to the Dean per the CBA. The FPC then transmits the material to the dean if there is no person filling a role comparable to a department chair. The dean shall include an independent assessment and recommendation. The dean shall show both

the assessment and recommendations made by the FPC as well as the dean's own assessment and recommendations to the Faculty Member.

FPC Review for Tenure and Promotion

1. The current UHPA agreement shall be followed regarding contents of the dossier. In its deliberations, the FPC shall consider the candidate's dossier and letters from external reviewers. The FPC may request additional numerical scores of the candidate's teaching evaluations, as applicable. Additional information or clarification from the candidate may be requested by the FPC through the dean. No other information can be added to the dossier after the due date unless requested by the FPC for clarification.
2. A written assessment of strengths and weaknesses shall be prepared by the FPC and attached to the dossier.
3. The final vote for or against tenure and/or promotion shall be done by secret ballot.
4. The final P&T report by the FPC shall be forwarded to the supervisor without consultation with the candidate.
5. All FPC deliberations shall be considered confidential and FPC members are prohibited from discussing FPC matters outside the committee.

DC Review for Tenure and Promotion

1. If there is no person filling a role comparable to a department chair, this step is skipped.

Dean Review for Tenure and Promotion

1. After receiving the FPC and supervisor recommendations (if there is a person filling in a role comparable to a department chair), the dean shall make an independent assessment and recommendation.
2. The dean shall meet with the candidate to review the assessments.

External Review for Tenure and Promotion

1. For tenure and promotion decisions, the FPC shall develop a list of at least six outside evaluators of the candidate's work. An additional six names shall be provided by the candidate, who should not contact the evaluators. The chair of the FPC shall solicit the letters from these external reviewers. Letters should address attainment of statewide recognition for candidates for Assistant Specialist, national recognition for Associate Specialist, and

international recognition for full Specialist. Additional issues addressed should follow the T&P guidelines as well as the particular duties of the candidate.

Periodic Review

1. Faculty shall be reviewed on a cycle as specified in the employment contract and in conformance with any requirements of the employment contract.
 2. Given that there is insufficient faculty to formulate a standing FPC, the procedures for review in small units shall be followed. A senior faculty member shall be appointed consistent with those procedures to carry out the review. Faculty subject to review shall submit to that senior faculty member a Curriculum Vitae and narrative describing accomplishments in the areas of teaching, research, and service during the applicable review period.
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