Contact information

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https://manoa.hawaii.edu/ovcaa/academic-personnel/
“The general reasons for granting tenure are that the University has concluded that you are and will continue to be a productive and valuable member of your department, school/college, and campus, that your pattern of continuing professional growth is positive, and that the University anticipates a long-term need for your professional specialty and services…”

From Criteria and Guidelines for Faculty Tenure/Promotion Application, 2021
Promotion

“Promotion represents important transitions in the faculty member’s professional growth, development, and status. In general, competent or even superior performance in one area of activity or responsibility is not sufficient to justify promotion. It is expected that an applicant will demonstrate the level of academic achievement and reputation that is commensurate with the rank sought as found at major research universities...”

From Criteria and Guidelines for Faculty Tenure/Promotion Application, 2021
2021-2023 Agreement between UHPA and the UH Board of Regents

Executive Policy (E5.221) on classification of faculty

2021 UH Mānoa Criteria and Guidelines

Department Procedures and Criteria

Know these governing documents
## Probationary periods, by classification

<table>
<thead>
<tr>
<th>Faculty Classification</th>
<th>Rank 2-Junior</th>
<th>Rank 3-Assistant</th>
<th>Rank 4-Associate</th>
<th>Rank 5-Full</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional (I)</td>
<td>Not eligible</td>
<td>5 years</td>
<td>3 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Medical (M)</td>
<td>Not eligible</td>
<td>5 years</td>
<td>3 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Law (J)</td>
<td>Not eligible</td>
<td>5 years</td>
<td>3 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Researchers (R)</td>
<td>Not eligible</td>
<td>5 years</td>
<td>3 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Specialist (S)</td>
<td>5 years</td>
<td>5 years</td>
<td>3 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Librarian (B)</td>
<td>5 years</td>
<td>5 years</td>
<td>3 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Agent (A)</td>
<td>5 years</td>
<td>5 years</td>
<td>3 years</td>
<td>2 years</td>
</tr>
</tbody>
</table>

governed by the CBA, Article XII, Tenure and Service
<table>
<thead>
<tr>
<th>TENURE</th>
<th>PROMOTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Time in rank</strong></td>
<td>Years of service required for promotion to next rank (E5.221)</td>
</tr>
<tr>
<td>Can request to shorten or lengthen probationary period</td>
<td></td>
</tr>
<tr>
<td>(Min 1 year; Max 7 yrs).</td>
<td></td>
</tr>
<tr>
<td>If lengthening, must undergo contract renewal in fall 2021</td>
<td></td>
</tr>
<tr>
<td><strong>Educational</strong></td>
<td>Minimum educational requirement of classification and rank (E5.221, Appendix A of Criteria &amp; Guidelines)</td>
</tr>
<tr>
<td>Minimum educational requirement of classification and rank (E5.221, Appendix A of Criteria &amp; Guidelines)</td>
<td>Minimum educational requirement of classification and rank (E5.221, Appendix A of Criteria &amp; Guidelines)</td>
</tr>
<tr>
<td>Submit written request for waivers to OVPAE by 8/19/2021.</td>
<td>Submit written request for waivers to OVPAE by 8/19/2021</td>
</tr>
</tbody>
</table>
MOU REGARDING IMPACT OF COVID-19

Tenure:
Faculty members who were employed in the Spring of 2020 and were in their last year of probation may have elected to postpone their tenure application in fall 2020, without contract renewal. They will apply for tenure in fall 2021. See possible scenarios here.

Contract renewal:
Faculty members who were employed in the Spring of 2020 and who were expected to undergo contract renewal in fall 2020 may have elected to postpone their contract renewal by one year to Fall 2021. Subsequent extensions are requested under Article XII, C, 2. See possible scenarios here.
Additional MOUs:

DPC

• “each unit is to have developed Department Personnel Committee Procedures and may have additional criteria.”

• A copy of the approved DPC Procedures and any additional Department Criteria should be included in Section Five of your T&P dossier.
Additional MOUs:

No Abstentions

• Due to the importance of faculty perspective in T&P review, when a vote is taken of the DPC or the TPRC, “unless there are exceptional circumstances, there should not be abstentions; the votes should indicate the number of faculty in favor of the personnel action, and the number of faculty opposed to the action.”

• Faculty members having a conflict of roles should recuse themselves.
Compiling the dossier
Compiling the dossier:

Application parts

Faculty complete
- Part 1 – Employment Details
- Part 2 – Criteria and Guidelines
- Part 3 – Credentials and Experience
- Part 4 – Endeavors

Reviewers complete
- Part 5 – Department Assessment (DPC, DC and procedures/criteria)
- Part 6 – Dean/Director’s Assessment and Recommendation
- Part 7 – TPRC’s Recommendation
- Part 8 – Request to Examine Dossier (applicant)
- Part 9 – Provost’s Recommendation/Decision
Compiling the Dossier: Logistics

Choose electronic or hard copy submission

**Electronic**
- Contact College Coordinator
- A shared drive folder will be created and emailed to you for your supplemental materials. Do not use a personal one. Also upload to or hyperlink these files in the portal.
- External reviewer letters do not go into eDossier system

**Hard Copy Logistics**
- Updated application
- Each page should have your name and a page number (can use labels)
- Margins need to be wide enough to ensure readability
- Bound in file folders or three-hole binders (use size appropriate for dossier)
- Can be double sided
- 8 copies (original + 7)

Reminder on language
Statement of Endeavors
An opportunity to speak directly to reviewers about your work

• Show how you meet the criteria
• Recommended: 9 pages or less
• For tenure, articulate future trajectory
• Emphasize activities since your hire or since last promotion
• Write for readers unfamiliar with your field
• Highlight unique aspects and significance of accomplishments
**Teaching**
- High level of competence
- Evidence of a mature level of performance and the versatility to contribute to all levels of the departments instructional programs

**Research**
- Well on the way to becoming an established scholar
- Comparison peer group consists not only of departmental colleagues, but also the whole of the appropriate community of scholars active a major research universities
- Publication in major journals and presses in the field is of first importance in establishing the level of scholarly achievement

**Service**
- Faculty member should have participated in the academic affairs of the University
- through service on appropriate faculty committees
- Use professional competence in the service of the profession and general community

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**Manoa criteria for tenure**
Manoa criteria for tenure

Specialists/Librarians

- Demonstrate a level of professional achievement and productivity in field of specialization appropriate to rank
- “clear evidence of professional growth in specialty”; “established contributor to the standards, techniques and methodology of profession”
- Comparison group consists not only of local colleagues but the whole of peers active in same field at major institutes of higher education

Agents

- Level of professional achievement and productivity in extension service appropriate to the rank
- Comparison peer group consists not only of local colleagues but also the whole of the community of extension professional at major extension service programs nationwide

Manoa criteria for tenure
Instructional - I faculty

Teaching
- How to demonstrate teaching
- Course evaluations
- Demonstrate to constructive and feedback
- Curriculum

Research
- How to demonstrate scholarship
- Peer reviewed
- Grant awards
- Impact of
- Articulate authorship conventions

Service
- How to demonstrate service
- Department
- Campus – review panels, etc.
- Professional
- Wider communities
<table>
<thead>
<tr>
<th>Professional Activities</th>
<th>Scholarly Activities</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Research &amp; Evaluation</td>
<td>University</td>
</tr>
<tr>
<td>Program Development</td>
<td>Professional Development</td>
<td>Professional</td>
</tr>
<tr>
<td>Direct Client Services</td>
<td></td>
<td>Community</td>
</tr>
</tbody>
</table>
Librarians
B faculty
collection
development
bibliographic
control
systems
support
public and
reference
services
instructional
services
information
technology &
library
automation
administrative &
managerial

Generally, faculty concentrate on one or two of these aspects.
### Extension agents – A faculty

<table>
<thead>
<tr>
<th>Professional Activities &amp; Functions</th>
<th>Scholarly Activities</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Extension &amp; Professional</td>
<td>University</td>
</tr>
<tr>
<td>Direct Service</td>
<td></td>
<td>Professional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Community</td>
</tr>
</tbody>
</table>
Compiling the Dossier:

**Supporting & supplemental materials**

**Supporting materials**

This section is utilized to provide summary evidence.

**Supplemental materials**

This box, file or drive can store the specific data summarized in the supporting materials.
Supporting materials

**Appropriate materials depends on your classification**

- Summary of teaching evaluations (graphs, etc.)
- Summary of workshops led (evaluation summary data)
- Examples of courses or programs developed
- Peer evaluations of contributions (ex. book reviews)
- Solicited letters of support from colleagues, students, etc.
- Bibliography

*Create a list of your supporting materials.*
Supplemental materials

Appropriate materials depend on faculty classification

- Complete teaching evaluations data
- Actual presentations
- Actual articles or books published
- Syllabi and sample student work
- Event flyers

If using eDossier, make sure to use the folder generated for you.
Bibliography
an objective record of scholarship

• Separate published works, conference presentations and manuscripts into appropriate groups (use categories adapted to discipline)
• List most recent first
• Provide full citations
• Note and define “in press”; provide letter or contract, if possible
• Make a clear distinction between sole authored work and joint
Caveat for evaluations

During transition to all on-line learning, faculty and students were not required to participate in evaluations.

Therefore, the absence of evaluations for Spring 2020 will not be held against any applicant in any personnel action.
Review Process

Submit to DC
  • Oct 1, 2021

DPC review

DC review

Transmit to Dean/Director
  • Nov 19, 2021

Transmit to TPRC
  • by Jan 3, 2022
TPRC • completed by Jan 31, 2022

Dean transmits to Provost, via OVPAE

Notification of TPRC • Feb & Mar 2022

Provost review

President's decision • by June 2022

Review Process
Tenure and Promotion Review Committee (TPRC)

- Made up from the Faculty Personnel Panel
  - All tenured I and R faculty at ranks 4 and 5
  - All tenured S, B, A faculty at ranks 3, 4, and 5
- Faculty applicants can exclude up to ten (10) faculty from serving on the TPRC
  - Sent directly to the applicant and returned directly to OVPAE – (typically beginning of November)
- Committee will consist of 6-8 senior faculty
Exclusions

• According to the CBA, (Article XV.C), each candidate may exclude up to ten tenured faculty members from serving on the TPRC.

• You may elect not to exclude anyone.

• Due by Friday, November 5, 2021 directly to OVPAE. You will receive an email to complete the exclusions form.

• Exclusions are confidential. They are not included on eDossier, if you are filing electronically.
Final comments

- Select materials that are most significant
- Quality over quantity
- Carefully assess how to present works in progress
- Remember you have multiple audiences
- Have someone review your dossier

For content questions: Consult your Department Chair, or colleagues in your Department

Office of Faculty Development and Academic Support: Faculty Mentoring Program’s Dossier library and eDossier library
Questions?

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https://manoa.hawaii.edu/ovcaa/academic-personnel/
Process

Step 1
University
Notifies faculty of timeline

Step 2
Chair
Solicits external evaluations, drawn from two lists

Step 3
Faculty member
Submits dossier to Chair

Step 4
Chair
Review to ensure completeness. Submits to Departmental Personnel Committee (DPC)

Step 5
DPC
Reads and assesses. Submits to Chair

Step 6
Chair
Completes assessment. Submits dossier and all reviews to Dean

Outlined in Article XII & XIV of the UHPA/UH Agreement.
**Process**

1. **Dean**
   - Reads and assesses. Submits dossier to TPRC.

2. **TPRC**
   - Reads and assesses. Submits dossier and review back to Dean.

3. **Dean's Office**
   - Submits dossier to OVPAE.

4. **Three possible scenarios**

   - **If Dossier has all positive reviews**, dossier goes directly to Provost.

   - **If DPC, Chair, &/or Dean review is negative, but TPRC is positive**, faculty can submit a rebuttal to OVPAE to add to dossier. Dossier then goes to Provost.

   - **If TPRC voted negatively**, faculty can submit a rebuttal to OVPAE for TPRC to review and provide a second assessment. Dossier then goes to Provost.

5. **Provost**
   - Review and provide notification to faculty.