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ACCESS
COLLEGE OF SOCIAL SCIENCES
UNIVERSITY OF HAWAII AT MANOA

CRITERIA AND GUIDELINES FOR CONTRACT RENEWAL, TENURE, PROMOTION, AND
PERIODIC REVIEW OF TENURED FACULTY

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I. Purpose

This document describes procedures agreed upon by the Faculty of the Advising, Civic and Community Engagement in the Social Sciences department (ACCESS), the College of Social Sciences Student Academic Services department for reviewing applications for contract renewal of faculty on limited-term appointments; contract renewal for probationary faculty; tenure, and promotion for tenure-track faculty; promotion for tenured and non-tenured faculty; and the review of tenured faculty. These procedures comply with the terms of the *2015-2017 Agreement between the University of Hawaii Professional Assembly and the University of Hawaii Board of Regents*, Board of Regents (BOR) Policies, and the current version of University of Hawaii at Manoa's (UHM) *Criteria and Guidelines for Faculty Tenure/Promotion Application*.

ACCESS offers a central location for student services related to the College that includes academic advisors, internship coordinators, engaged student learning and civic engagement specialists focused on planning and development for students and their degree paths and futures. ACCESS will connect students from the recruitment phase through graduation and beyond and provides the academic units of the College of Social Sciences with the following services: pre-major and major advising, engagement opportunities, graduation, post-graduation, and alumni activities. Faculty within ACCESS perform a wide range of duties and responsibilities as specified in the individual position descriptions.

II. General Procedures

- A. The review process is initiated by the Director of ACCESS and reflects the procedures outlined in Article X, Article XII, and Article XIV of the 2015-2017 Agreement between the University of Hawaii Professional Assembly and the University of Hawaii Board of Regents.
- B. A faculty member will be considered for contract renewal, promotion, tenure, and periodic review in accordance with the criteria and guidelines for contract renewal, tenure, promotion, and periodic review established by the College of Social Sciences (CSS), the UHM, and the 2015-2017 Agreement between the University of Hawaii Professional Assembly and the University of Hawaii Board of Regents.
- C. All applications for contract renewal, tenure, promotion are reviewed by both the DPC and the Director. They play independent roles in reviewing the dossier and writing a recommendation that articulate the strengths and weaknesses of the faculty member. For periodic review, only the ACCESS Director will assess the faculty member, unless the Director is up for renewal and then the assessment is conducted by the DPC Chair.
- D. All final votes are by secret ballot. All proceedings are confidential.
- E. All applicants for contract renewal, tenure, promotion, and periodic review will be provided a copy of the ACCESS Criteria and Guidelines for Contract Renewal, Tenure, Promotion, and Periodic Review of Tenured Faculty, a copy of UHM's Criteria and Guidelines for Faculty Tenure/Promotion Application, and a copy of CSS guidelines.
- F. It is the responsibility of the applicant to: maintain complete and accurate records of her/his activities and accomplishments, apply for contract renewal, tenure and/or promotion, and periodic review, compile and submit a complete and accurate dossier, and comply with all deadlines.
- G. DPC members and the Director of ACCESS will take care to preserve the confidentiality of the review process.

III. Department Personnel Committee (DPC)

- A. The DPC must prepare a written assessment of the strengths and weaknesses for: (a) contract renewal of faculty members on limited-term appointments (b) contract renewal for probationary faculty, tenure, and promotion of tenure-track faculty and (c) promotion of tenured and non-tenured faculty in ACCESS.
- B. The DPC consists of five tenured faculty members in ACCESS. If there are less than five tenured faculty members in ACCESS, the Dean, in consultation with the ACCESS Director, will constitute a Faculty Personnel Committee, comprised of UH-Manoa tenured faculty conducting similar works in other units. The ACCESS Director, in consultation with ACCESS faculty, will provide a list of potential members to the Dean, who will review the list and consider additional candidates if necessary, before making the appointments. Only faculty members of equal or higher rank to which the applicant has applied can vote on applications for promotion (per UHPA/BOR Agreement, Article X, Section B).
- C. The DPC will elect the committee Chair, preferably an ACCESS faculty member whenever possible, who will be responsible for preparing the agenda for the work of the committee, scheduling and chairing meetings, and meeting deadlines for contract renewal, tenure, and/or promotion assessment/recommendation.
- D. A midterm vacancy due to illness or unanticipated leave shall be filled by the same method initially used to fill the position.
- E. Faculty who are being considered for contract renewal, tenure and/or promotion are not eligible to serve on the DPC.

IV. The Dossier

- A. All applicants are encouraged to consult with the Director of ACCESS and the DPC Chair concerning the content and format of the dossier (application, in the case of contract renewals). Applications for tenure and promotion must follow University guidelines for the content and format of the dossier.
- B. Prior to the completion of the DPC review, the applicant may submit new information to be included in the dossier. Departments, Department Chairs, and UH administrators shall not include unsolicited information in a tenure dossier.
- C. No anonymous material will be placed in the dossier.
- D. Tenure track faculty and faculty on limited-term appointments applying for contract renewal must include the following information in their dossier:
 - 1. A cover sheet including
 - a. Name

- b. Rank/title
- c. Date of initial appointment in ACCESS
- d. Period covered by application for contract renewal
- e. Description of job duties and responsibilities

2. A narrative description of the applicant's (a) professional, scholarly, and service activities accomplished since the last review and (b) self assessment of contributions and future value to ACCESS. Supporting documents such as publications, reports, etc., completed since the last review may be attached.

3. Curriculum vitae

V. Criteria and Review Process for Contract Renewal of Probationary Faculty

A. Criteria

Faculty shall be reviewed in accordance with criteria established by the College of Social Sciences (CSS), the UHM, and the University of Hawaii Board of Regents Bylaws and Policies, E5.221, and the position description agreed upon by the faculty member, the ACCESS director, and the dean of the College.

B. Review Process

1. The DPC Review

- a. The DPC will review the application and supporting materials submitted by the applicant
- b. The Chair of the DPC may ask the applicant for additional clarifying information. Otherwise, the applicant and the DPC should have no communication regarding the proceedings.
- c. The DPC will write an assessment of the strengths and weaknesses of the applicant and append a recommendation for or against contract renewal. All final votes shall be by secret ballot.
- d. The DPC forwards the result of their vote and their recommendation to the ACCESS Director.

2. The Director of ACCESS reviews the application and prepares an independent assessment and recommendation for or against contract renewal.

3. The Director shows the completed Contract Renewal recommendation document to the applicant in person before it is forwarded to the Dean. The applicant acknowledges that he or she has reviewed the evaluation by signing the document.

VI. Criteria and Review Process for Tenure and Promotion

A. Criteria

Faculty shall be reviewed in accordance with criteria established by the College of Social Sciences (CSS), the UHM, and the University of Hawaii Executive Policy E5.221, and the position description agreed-upon by the faculty member, the ACCESS director, and the dean of the College.

B. Review Process

1. The Director of ACCESS in consultation with the DPC will solicit external evaluations of the applicant's work.

- a. The applicant submits the names and addresses of 3-5 individuals of respected scholars in the field, or related fields, who are not at UH. External evaluators should be at least of equal or higher rank to which the applicant is applying.
- b. The Director of ACCESS and the Chair of the DPC in consultation with the DPC will produce their own list of external reviewers to obtain evaluation letters of similar quantity to the evaluation letters submitted by the applicant's reviewers.
- c. Potential external evaluators are contacted to determine their availability to serve as an external evaluator of the applicant's work. At least 6 evaluators will be invited to submit evaluations. Thus, at least three evaluation letters will be drawn from the list submitted by the applicant and three or more from the list prepared by the DPC/ACCESS Director to ensure that an equal or similar number of applicant and DPC letters are achieved.
- d. External evaluators will be sent a cover letter, a curriculum vita, and copies of research papers and products for review. The letter will conform to guidelines established by the UHM. External evaluators will be asked to provide an assessment of the applicant's work and contributions, as appropriate for the applicant's job description.
- e. UHM procedures for handling external evaluations will be followed. All reasonable efforts will be made to insure confidentiality of external evaluations.

2. The DPC Review

- a. The DPC will review the applicant's dossier and supporting materials submitted by the applicant and external evaluators.
- b. The Chair of the DPC may ask the applicant for additional or clarifying information. Otherwise, the applicant and the DPC should have no communication regarding the proceedings.

- c. The DPC prepares an assessment of the strengths and weaknesses of the applicant and appends a recommendation for or against tenure/promotion including the tally of committee members' votes. All final votes shall be by secret ballot.

3. The Director of ACCESS prepares a separate assessment and recommendation.

4. The Director of ACCESS will convey to the applicant the final recommendation of the DPC and the Director of ACCESS whether they are for or against tenure/promotion.

VII. Criteria and Review Process for Promotion for Faculty on Limited-Term Appointments

A. Criteria

Faculty shall be reviewed in accordance with criteria established by the College of Social Sciences (CSS), the UHM, the University of Hawaii Executive Policy, E5.221, and the position description agreed-upon by the faculty member, the ACCESS director, and the dean of the College.

B. Review Process

1. The DPC Review

- a. The DPC will review the application and all supporting materials submitted by the applicant.
- b. The Chair of the DPC may ask the applicant for additional clarifying information. Otherwise, the applicant and the DPC should have no communication regarding the proceedings.
- c. The DPC prepares an assessment of the applicant and recommendation for or against re-appointment. All final votes shall be by secret ballot.
- d. The DPC forwards the result of their vote and their recommendation to the ACCESS Director.

2. The Director of ACCESS reviews the application and prepares an independent assessment and recommendation for or against reappointment.

3. The Director forwards both assessments to the applicant for his or her signature acknowledging review of the assessments before they are forwarded to the Dean.

VIII. Criteria and Review Process for Periodic Review of Tenured Faculty

A. Criteria

Tenured faculty shall be reviewed in accordance with criteria established by the College of Social Sciences (CSS), the UHM, and the University of Hawaii Board of Regents By laws and Polices, RP 9.213, and the position description agreed-upon by the faculty member, the ACCESS director, and the dean of the College.

B. Review Process

The Director of ACCESS conducts the faculty review in accordance with current Procedures for Evaluation of Faculty at UH Manoa.

IX. Amendments

- A. Amendments to these procedures may be recommended by a majority vote of the ACCESS faculty who are Bargaining Unit 7 members in accordance with Article X of the current agreement between the UHPA and the BOR.
- B. The proposed amendment(s) will be sent through the Dean to the Chancellor and the Union for review and approval.
- C. Applicants will have the option to elect that his/her dossier/application be reviewed under the amended procedures or the procedures of the two prior years.