

APPROVED:

James D Kondash 11/10/2015
UHPA Date

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Mānoa Chancellor's Office Date

Amended by CEE on August 20, 2015

Department of Civil and Environmental Engineering Procedures for Promotion, Tenure, Annual Review, and Post-Tenure Review

Establishment/Revision of Procedures

All BU 07 faculty in the Department are eligible to participate in the establishment and revision of these procedures (including non-tenure track and/or less than 0.5 FTE in Department as long as at least 0.5 FTE within the UH system)

Personnel Committee Structure

1. There shall be an elected Department Personnel Committee (DPC) in the Department of Civil and Environmental Engineering composed of 5 (five) faculty members.
2. The DPC term of office is one year.
3. All tenured faculty with 0.5 position count or more in the CEE department are eligible for the DPC, except for faculty on leave, those intending to apply for promotion, and the Department Chair. Any member that has served on the DPC consecutively for the two most recent terms may also elect to have his/her name removed from the ballot. It is considered a duty to serve, if elected, and declination of service will not be accepted under normal circumstances.
4.
 - a. Election shall be conducted yearly within four weeks of the start of the Fall semester by the Department Election Committee.
 - b. Election shall be by secret ballot.
 - c. The ballot shall contain the names of eligible faculty. Each voter shall cast one vote for up to five different eligible faculty members. Ballots containing multiple votes for the same individual faculty member or more than five faculty members will be invalid.
 - d. Election shall be by plurality vote. In case this election does not yield five members, a run-off election shall be held with a ballot containing only the names of eligible faculty members who were not elected.
 - e. The faculty member who receives the largest number of votes shall serve as DPC Chair.
 - f. Subsequent to the DPC election, if a member decides to apply for promotion, then the next highest vote getter will be on the DPC.
 - g. The DPC shall have at least one faculty member with prior DPC experience. In the event that all elected DPC members have no prior DPC experience, then the faculty member with prior DPC experience and the highest vote count will replace the lowest vote getter on the elected DPC.

5. All regular CEE faculty members with 0.5 position count or more in the CEE department are eligible to vote.

Review for Contract Renewal of Probationary Faculty Members

Review for contract renewal of probationary tenure track faculty members will 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.

Procedures

The reappointment recommendation form for the assessment of the faculty member's performance is initiated by the Department Chair. The form is passed to the DPC, which will include its assessment and recommendation. The DPC transmits the material to the Department Chair who will make an independent assessment and recommendation. The Department Chair will then show the assessments and recommendations to the Faculty Member concerned before forwarding same to the Dean.

Off-Year Review of Probationary Faculty Members

In years when a review for contract renewal of a probationary faculty member is not required, the DPC will conduct a review similar to the review done for contract renewal. However, the review is strictly internal to the department and is done to provide guidance to the probationary faculty member, and is strictly voluntary.

DPC Review for Tenure and Promotion

1. The current UHPA contract will be followed regarding contents of the dossier. In its deliberations, the DPC will consider the candidate's dossier, letters from external reviewers, and written evaluation by CEE faculty members. The DPC may request the numerical scores of the candidate's teaching evaluations from the Department Chair. Additional information or clarification from the candidate may be requested by the DPC through the Department Chair. No other information can be added to the dossier after the due date unless requested by the DPC for clarification.
2. As a result of the deliberations, a written assessment will be prepared by the DPC and attached to the dossier.
3. The final vote for or against tenure and/or promotion will be done by secret ballot.
4. The final P&T report by the DPC will be forwarded to the Department Chair without consultation with the candidate.

5. All DPC deliberations will be considered confidential and DPC members are prohibited from discussing DPC matters outside the committee. The Department Chair shall not be involved in any deliberations of the DPC.
6. The Department Chair will meet with the candidate to review the DPC's report and his/her own assessment.

External Review for Tenure and Promotion

1. DPC shall attempt to obtain at least six external reviews with an equal number of external reviewers from the list submitted by the candidate and other objective reviewers not submitted by the candidate.
2. External reviewers who are known scholars that can evaluate the candidate's work and hold the academic rank sought, or equivalent, shall be selected by the DPC. Individuals having a personal or professional relationship with the applicant that would reduce objectivity must be excluded as external reviewers.
3. The candidate must submit six names of reviewers. Three or more external reviewers shall be selected by the DPC from the candidate's list. Three or more additional external reviewers shall be selected by the DPC.
4. Letters requesting external reviews will be signed jointly by the DPC Chair and the Department Chair.
5. Reviews received after DPC deliberations have been completed will be forwarded to higher reviewing bodies without any consideration by the DPC.

Recommendation of Department Chair

1. The Dean will seek self-nominations from the faculty.
2. The Dean shall recommend one or more candidates for Department Chair to the Department for endorsement.
3. The Department shall hold a yes/no vote on whether to endorse each candidate.
4. All BU 07 faculty in the Department are eligible to vote (including non-tenure track and/or less than 0.5 FTE in Department as long as at least 0.5 FTE within the UH system).

5. The vote shall be by secret ballot.
6. The results of the voting shall be forwarded to the Dean.

Five Year 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. Faculty shall submit to the Department Chair a Curriculum Vitae and narrative describing accomplishments in the areas of teaching, research, and service during the applicable review period.
 3. The Department Chair shall review the submitted Curriculum Vitae and write an assessment using the Department promotion/tenure criteria. The Chair's assessment will be shared with the faculty member and then passed on as required.
 4. The Department Chair's five year review shall be conducted by the DPC chair.
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