




UNIVERSITY OF HAWAI'I
CANCER CENTER

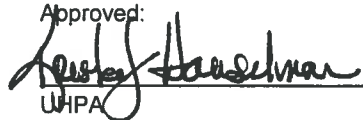
Procedures and Criteria for Faculty Contract Renewal, Tenure, and Promotion, and for
Joint and Adjunct Faculty Appointments
Approved by UHCC Faculty 10/14/2015

Approved:


Office of the Chancellor, UH Manoa

11/2/15
Date

Approved:


UHPA

11-12-2015
Date

I. Preamble

The University of Hawai'i Cancer Center (UHCC) expects all faculty under review to demonstrate scholarly activity in their respective areas of research. This should be of high caliber and worthy of a leading institution of higher education comparable to the University of Hawai'i. In addition to exemplary research, faculty should provide evidence of their contributions to the teaching/mentoring and service missions of the University. They should also demonstrate professionalism, collaboration and maturity in all of their academic activities.

These UHCC procedures and criteria will be provided to all newly hired faculty members and made available by the Director of Human Resources to any faculty member upon request. Should the Procedures and Criteria change within two years before application for tenure or promotion, the applicant may choose to apply under either the current criteria or the criteria in effect two years prior. In any instance where this document contradicts the current faculty agreement between the University of Hawaii Professional Assembly (UHPA) and the Board of Regents of UH or UH Executive Policy, those agreements and policies supersede this document.

II. Review Process

The UHCC Departmental Personnel Committee (DPC) reviews tenure and promotion applications and performs annual reviews of the probationary faculty and the temporary faculty on limited term contracts.

Committee Composition. The committee consists of five tenured Bargaining Unit 7 (BU7) faculty members, the majority of which have their locus of tenure at UHCC. By the end of the third week of August, faculty with a locus of tenure or primary appointment in the UHCC who are members of BU7 elect the committee by secret ballot vote from a list of eligible faculty. The sitting elected DPC will

coordinate this election. As per the Collective Bargaining Agreement, faculty members applying for tenure/ promotion or requiring an independent faculty review are not eligible to serve on the DPC. The program directors at the UHCC will not write independent letters of evaluation. Program Directors with tenure and in the BU7 will be eligible to serve on the DPC. Candidates may include a letter from Program Directors in their dossier if they wish to. The election will be by “approval voting” where each BU7 member votes their approval for each eligible faculty member by a check mark; absence of a mark will be counted as not approved. The composition of the DPC should be representative of the disciplines of the UHCC. Therefore the ballot shall be designed so that the eligible members are divided into three categories: Population Sciences, Bench Sciences, and Clinical Faculty.

The members from Population Sciences and Bench Sciences should have the locus of tenure at UHCC. Due to the small number of eligible Clinical Faculty at UHCC, Clinical Faculty with locus of tenure elsewhere, who are nominated by UHCC BU7 faculty prior to the vote, will be included. If needed, the sitting DPC will ask the UHCC faculty for nominations for the clinical faculty member and then ask the nominees for their willingness to be listed on the ballot prior to the election. The top two faculty with the most votes in Population Sciences and Bench Sciences will be placed on the committee in addition to the single faculty with the most votes from the Clinical list. Should an elected faculty member in a category recuse himself or herself of service or be on leave, the faculty member with the next most votes in that category will serve instead. Ties will be given to the faculty members at the highest rank and with the longest tenure at that rank at UH. The eligible persons with the third highest votes within the disciplines of Population and Bench Sciences and the eligible person with the second highest votes within the discipline of Clinical Sciences will serve as alternate DPC members. Once formed, the committee of five elects a chair.

Committee Service Limitations. Service on the DPC is for two consecutive years only. A faculty member who is up for tenure or promotion cannot sit on the DPC during the year he/she is applying. If a DPC member resigns from the committee during the academic year, the alternate will serve in his/her place. If a DPC member resigns between academic years, a new election for that position will take place.

Committee Voting. Application approval/disapproval and contract renewals are subject to vote by each DPC member using secret ballots. Associate professor level members are not permitted to vote for tenure and promotion applications to the full professor level. Elected alternate DPC member(s) (in the discipline(s) of the DPC member(s) who cannot vote) will be asked to evaluate the candidate in this case in order to have 5 votes. If the alternate is also at the associate professor level, then the full professor with the most votes in the discipline will be asked to evaluate and vote on the candidate. In the unusual situation where there are insufficient eligible UHCC faculty candidates for the DPC in the Population and Bench Sciences, the director will provide the DPC with a slate of 3 potential external BU7 faculty members with appropriate qualifications to serve on the DPC as ad hoc member(s). The DPC will rank the candidates and the candidate(s) with highest rank will be asked to serve as an ad hoc member. Alternates will only review the dossiers of the candidates where the sitting DPC member has a conflict (such as, in review of a relative) or is recused.

A faculty member going up for promotion or tenure may request of the DPC Chair that one DPC member that they believe is in conflict recuse him or herself from review, deliberations and voting on his/her

application; in this case the alternate in the discipline of the recused faculty member will review the dossier. This action does not preclude the recused DPC member, if serving as Program Director, from recommending names of qualified external reviewers. The review process may be re-evaluated and amended by the tenured faculty of the UHCC when the need arises (e.g., changes in UH or Union agreements) and is subject to approval through vote by faculty with a locus of tenure or primary appointment in the UHCC.

Review of Probationary Faculty

The review of the probationary faculty is as follows: Probationary faculty are reviewed every two years. Rank 3 faculty are reviewed in years two and four and then in year five apply for tenure or request an extension from the Director. Rank 4 faculty are reviewed in year two and then apply for tenure in year three. Rank 5 faculty apply for tenure in year two. Probationary faculty are reviewed yearly after an extension for tenure application has been granted; seven years is the maximum probationary period for any faculty member. Temporary faculty on limited term contracts should be reviewed every year, depending upon the nature of their contract. These reviews are done in November. First review occurs for new faculty in the Fall of their second year. Six weeks prior to the review date, these faculty members will be requested by the Director of Human Resources to submit information for evaluation. Information requested includes: 1) manuscripts published or in review; 2) national and other peer-reviewed research awards (including those pending); 3) invited national and international presentations; 4) service and instructional activities; 5) summaries of reviews from national grant applications; 6) a brief narrative explaining his or her progress; and 7) a summary of other important accomplishments, particularly as relevant to Specialists. The DPC evaluates the probationary faculty and the temporary faculty on limited term contracts and votes to recommend for or against contract renewals based on that information and the criteria for his or her current position as described below. Evaluations are communicated by the DPC chair to the UHCC Director. The UHCC Director decides on contract renewals and communicates the decision to each faculty member.

Tenure and Promotion

Tenure is only available for appointments where the faculty member was hired into a permanent, tenure track position. Faculty should refer to the Collective Bargaining Agreement and information provided yearly by the VCAA office for detailed information and guidance. Service at other institutions and other campuses of the University of Hawaii (e.g., UH-Hilo, etc) may be credited to the probationary period; this requires a waiver of time in rank by the Director of UHCC. In addition, a faculty member may request that the UHCC Director either shorten or lengthen her/his probationary period. The application for tenure can be deferred provided a request is sent by the candidate to the UHCC Director giving good cause and that the UHCC Director approves. There can be no extensions past the maximal probationary period as stated in the UH faculty agreement (7 years for faculty hired at any level). The request for extension must be made prior to the tenure application deadline for that year. This is in accordance with Article XII of the UH Faculty Agreement. Candidates must be given the opportunity to meet with the UHCC Director to discuss their applications **BEFORE** submitting their dossiers, but such a meeting is not required.

The following procedures have been instituted for an orderly review process. Six weeks prior to the application deadline, the candidate must supply the Director of Human Resources with his/her updated curriculum vitae, three representative recent publications and the names and contact information of six referees from other institutions, who are recognized experts in his/her field. They may also supply a list of no more than two external experts to recuse who the applicant believes have a conflict of interest. The DPC chair, in consultation with the applicant's Program Director, solicits letters from not less than four of these people and, in addition, solicits letters on behalf of the candidate from at least four other referees who are not on the candidate's list of names but are familiar with the applicant's area of research, as recommended by the applicant's Program Director or the DPC. Outside referees need to be at least at the academic rank at which the applicant is being considered and there should be no perceived conflicts of interest. At time of submitting the dossier, the candidate may exclude up to two outside referees based on perceived conflicts of interest. Applicants should not contact possible external referees concerning their willingness to participate. The DPC chair should receive at least four outside evaluation letters with at least two letters from each list prior to DPC evaluation of the dossier. The date of receipt must be written on each referee letter. Additional letters may need to be solicited if there are fewer than four letters received or there is a strong imbalance in the number of letters from the candidate's and the DPC's name lists.

The same cover letter soliciting the evaluation should be sent to each referee by the DPC chair. The chair should keep a copy of each letter. If the DPC chair has been recused by a candidate for tenure or promotion, another DPC member will solicit letters for that candidate. The purpose of the request is to obtain an opinion about the scholarly contributions that the applicant has made and the impact of these contributions on their chosen field. Items sent to outside referees include:

- a. Letter of request from the DPC Chair
- b. Cancer Center tenure and promotion criteria
- c. Most recent curriculum vitae from the applicant that includes a list of publications, peer-reviewed extramural support and evidence of national/international recognition, if applicable.
- d. Reprints of three of the most important scholarly publications produced during the applicant's time in tenure track at the University of Hawaii.

The confidentiality of such evaluations is of great concern. The following paragraphs should be included in the letters to external referees:

Your review of Assistant/Associate 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 phrase). We are requesting your evaluation of the scholarly contributions of the applicant and his/her impact on the field. Your identity as a confidential referee will not be shared with this applicant 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 evaluation and commenting on the work of this faculty member.

When the external evaluations arrive, they should be marked “Confidential” and necessary steps should be taken to ensure confidentiality. At no time should these letters be shown to the applicant.

The tenure and promotions application deadline is set each year by the University of Hawaii and is available on the University of Hawaii at Manoa webpages. In addition, the Director of Human Resources shall inform tenure/promotion eligible faculty of the timeline in the last week of August each year. The DPC will **NOT** accept late tenure/promotion applications. However, supplemental information for the applicant’s dossier is admissible up to one week prior to the DPC meeting, which is held in mid-November. This supplemental material will be included in the appendix of the application (i.e. the main body of the dossier will not be edited or changed). No one but the candidate can add supplemental information. Candidates will be informed by the Director of Human Resources of the DPC meeting date by the last week of October and the deadline for adding supplemental information.

The DPC will complete its review of the dossier and complete a copy of the “Individual Summary Sheet for University of Hawai‘i at Mānoa Tenure and Promotion Recommendations” along with a memo summarizing the review. The original and seven copies of each dossier should then be forwarded to the UHCC Director. If an application is withdrawn with permission of the Director prior to this step, a memorandum to this effect should be sent to the Mānoa Chancellor’s Office via the UHCC Director. No permanent record of the withdrawal will be retained. If a tenure application is withdrawn and the applicant plans to reapply the following year, the Director must extend the applicant’s probationary period **BEFORE** the withdrawal. If a faculty member withdraws her/his tenure application, s/he needs to undergo contract renewal. A Faculty Member who fails to apply for tenure during the final year of probationary service shall be given a one-year (1-year) terminal contract commencing August 1.

If either the DPC or Director’s recommendation on tenure or promotion is negative, the DPC chair or the UHCC Director respectively will inform the applicant within one week of the DPC vote or the Director’s recommendation as applicable. In the case of a negative evaluation by the DPC, the applicant will be allowed to correct any errors in the dossier or to withdraw his/her application before it is transmitted to the UHCC Director. In general there will be only a week in which to do this, so expedience is necessary. Any corrections will be included in the appendix of the application. At this point, the applicant will not be given the option of responding to the negative evaluation. The opportunity to challenge the review is available after the University’s Tenure and Promotion Review Committee evaluation.

Tenure upon initial appointment

The President may grant tenure upon the initial appointment to Faculty Members who have previously held tenure at a comparable institution, pursuant to BOR Policy and Executive Policy. In cases where a faculty member is being recruited with tenure upon initial appointment, the DPC shall vote approval or disapproval based upon whether the candidate meets the expectations for tenure described herein. This vote would be based on the candidate’s application and formal letters of reference for the job. The hiring committee will be responsible for ensuring that appropriate documentation is obtained for the DPC to review. This vote will be forwarded to the UHCC Director.

III. Introduction to Criteria for Promotion and Tenure for Researcher (R) and Specialist (S) positions

GENERAL CONSIDERATIONS: The following sections describe the specific criteria that are applied in addressing UHCC expectations for tenure and promotion for faculty in Researcher (R) and Specialist (S) positions. These criteria are implemented in accordance with procedures specified by the University and the UHCC. However, because of the diversity of disciplines within the UHCC- including molecular biology, biostatistical support, cancer prevention and control - a degree of latitude must be allowed in the application of these criteria. Of particular importance is that authorship conventions can vary dramatically between fields. It is therefore suggested that all applicants provide a statement regarding accepted conventions related to author order and where their work falls within the authorship conventions in their field. Furthermore, because the purpose of an organized research institute is to promote and foster collaborations, which are often interdisciplinary in nature, a demonstrated ability to effectively collaborate with scientific colleagues will be considered an important criterion for evaluation at all levels of tenure and promotion. This may be demonstrated by co-authorship of papers, joint activity on grants, or sharing of expertise or developed reagents.

The definition of Researchers and Specialists as provided in UH Executive Policy E5.221 are as follows.

The title “Researcher” is used for research workers (except for APT appointments) in all non-instructional divisions, including organized research units such as the UHCC. “R” designations are used for all research positions except those requiring an MD degree and board certification in a clinical discipline, when an “R-M” designation is used (see section IV below).

Specialists are positions filled by faculty with full professional training or experience, but who do not themselves direct research programs as Principal Investigators. Usually persons in these positions must be familiar with the processes of research in order to render required support effectively. Examples of such positions are statisticians and other research core personnel. Therefore, expectations for specialist positions differ from those for researcher positions in that they are viewed as positions supporting research faculty.

UHCC presently has no I faculty at the rank below I-5 and no A or B faculty. If the UHCC DPC needs to review an I, A or B faculty, the general UH criteria will be used.

Tenure is available only for faculty appointments where the faculty member was hired into a permanent, tenure track position. The faculty members who are being considered for tenure are evaluated in terms of the criteria below, for the rank at which they would be tenured. For an Assistant Researcher, this means the criteria for an Associate Researcher, since tenure at the Assistant level is automatically accompanied by promotion. For Associate and Full Researchers, this means the criteria for the current rank; this is true even if the individual is applying concurrently for promotion, as these are separate decisions. Specialists can be tenured at the Assistant level and can choose whether to apply for tenure and promotion as separate or joint decisions.

For non-tenure track candidates of less than 100% FTE, expected productivity will be proportional to the FTE held. For faculty with less than 50% FTE in clinical research, contributions are expected to be at the co-investigator rather than principal investigator level because of the time constraints of part-time faculty appointments.

IV. Criteria for Tenure for Researcher (R) and Specialist (S) positions

UH GENERAL CRITERIA from the "Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Manoa" (UPDATE AS NEEDED without vote of UHCC faculty):

RESEARCHERS

1. The University must have a present and long-term need for a faculty member with the particular combination of qualifications, expertise, and abilities possessed by the applicant for tenure.
2. The faculty member must have demonstrated a level of research achievement and productivity appropriate to the rank at which tenure is sought in comparison with peers active in the same field. The comparison peer group consists not only of local colleagues but also of the whole of the appropriate research community active at major research centers. For the Assistant Researcher seeking tenure as an Associate Researcher, the faculty member should be well on the way to becoming an established researcher in his or her field. The Associate Researcher seeking tenure should be an established researcher whose productivity during the probationary period reflects this stature. The full Researcher must be among the leaders in the research field. In general, publication of research results in a form that involves review by independent referees is of first importance in establishing research competence and productivity.
3. The faculty member should have participated in the academic affairs of the University, such as through service on appropriate faculty committees, and have shown a willingness to use professional competence in the service of the profession and the general community.

SPECIALISTS

1. The University must have a present and long-term need for a faculty member with the particular combination of qualifications, expertise, and abilities possessed by the applicant for tenure.
2. The faculty member must have demonstrated a level of professional achievement and productivity in the field of specialization appropriate to the rank at which tenure is sought in comparison with peers active in the same field. The comparison peer group consists not only of local colleagues but also of the whole of the appropriate professional community active at major institutions of higher education. At the ranks of Junior and Assistant Specialist, the applicant should demonstrate clear evidence of professional growth in the specialty. The Associate Specialist seeking tenure should be an established contributor to the standards, techniques, and methodology of the profession. The full Specialist must show evidence of interaction with the broader professional community beyond the University of Hawai'i and have made significant contributions to the standards, techniques, and methodology of the profession. For the senior ranks, there should be evidence of a high level of professional maturity and the capacity to assume responsibilities calling for the extensive exercise of independent judgment.

3. The faculty member should have participated in the academic affairs of the University, such as through service on appropriate faculty committees, have shown a willingness to use professional competence in the service of the profession and the general community, and have demonstrated the ability to work effectively with faculty, staff, and administrators as necessary.

UHCC ADDITIONAL TENURE CRITERIA:

Candidates for tenure at the Associate or Full Researcher level must have demonstrated a record of consistent cancer-related extramural funding as PI or MPI on major grants (e.g., R01, R21, DOD, U01, ACS or comparable grant) and peer-reviewed publications throughout their independent careers with additional evidence of peer-reviewed publications and funding obtained during their time as UH faculty. Candidates for tenure at the Assistant or Associate or Full Specialist level must have demonstrated a record of consistent contribution to the UHCC research endeavor, as evidenced by their essential contribution to cancer-related extramural grants and peer-reviewed publications. Note that the emphasis in the evaluation is on work done since arriving at the University of Hawaii at Manoa (UH). This is because any tenured investigator is expected to have shown that they can thrive in the research environment provided by UH and the UHCC.

V. Criteria for Promotion for Researcher (R) and Specialist (S) positions

RESEARCHERS

Promotion to Assistant Researcher (R-3)

UH GENERAL CRITERIA from the “Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai‘i at Manoa” (UPDATE AS NEEDED without vote of UHCC faculty):

An earned doctorate in the relevant field or other appropriate terminal degree is required. The faculty member must provide evidence of competence and increasing professional maturity in the performance of professional and scientific work in the field of research indicated by the title of the class. There must be evidence of ability and promise in independent professional and scientific research documented by independent research activities, publications and contributions to scholarship.

UHCC ADDITIONAL SPECIFIC CRITERIA: The candidate should show evidence of scholarly participation in research projects and publications on which he or she is a major contributor, generally by serving as the lead or communicating author; and should have demonstrated clear evidence of an ability to effectively collaborate with scientific colleagues and communicate research findings to an audience of scientific peers. The candidate should have the ability to generate independent research reports, publications and cancer-related grant proposals; the ability to interact effectively with students and/or assistants when appropriate; show initiative, interest in scientific work, and adaptability. For candidates of less than 100% FTE, expected productivity will be proportional to the FTE held.

Promotion to Associate Researcher (R-4)

UH GENERAL CRITERIA (UPDATE AS NEEDED without vote of UHCC faculty):

The faculty member seeking promotion to Associate Researcher should be well on the way to becoming an established scholar in his or her discipline in comparison with peers active in the

same area of research. The comparison peer group consists not only of departmental colleagues, but the whole of the community of scholars active at major research centers. Publication in a form that involves review by independent referees is of first importance in establishing research achievement. Other means by which scholarly and creative research contributions to the discipline are reviewed, utilized and evaluated by peers outside the University are also important. The faculty member must provide evidence of independent ability to plan and organize funded research activities, including effective interactions with students and assistants as appropriate. The faculty member should have participated in the academic affairs of the University, such as through service on appropriate faculty committees, and have shown a willingness to use professional competence in the service of the profession and the general community.

UHCC SPECIFIC CRITERIA

RESEARCH: Research accomplishments are the primary criteria that will be evaluated. The candidate should have clearly demonstrated his or her potential as a researcher. The candidate will be expected to have developed an independent research agenda. Evidence for this must include receipt of peer-reviewed cancer-related grants (e.g., R01, R21, DOD, U01, ACS or comparable grant) where the candidate is PI or MPI from a national granting agency, demonstrates a consistent record in cancer research, and serves as communicating or senior authorship on peer-reviewed articles in reputable peer-reviewed journals. It is suggested that all applicants provide a statement regarding accepted conventions related to author order and where their work falls within the authorship conventions in their field. In addition the candidate should demonstrate an ability to effectively collaborate with scientific colleagues, the ability to communicate research findings to an audience of scientific peers and evidence of recognition in the wider scientific community (such as requests to review manuscripts for respected journals, invitations to national or international meetings, service on scientific review panels, prizes, awards, etc.). The determination of reputable peer-reviewed publications will be done according to one's field. For candidates of less than 100% FTE, expected productivity will be proportional to the FTE held.

TEACHING/MENTORING: The candidate should have shown his or her value as a teacher or mentor in any of a variety of ways: such as affiliation with an appropriate academic department, providing lectures or courses, seminars to students, acceptance of graduate and postdoctoral students in his or her laboratory, service on thesis committees, etc.

SERVICE: The candidate should have demonstrated service to the University or research or general community, such as assistance in administrative responsibilities of his or her department, service on departmental or institute-wide committees, representation of the University in community activities, service to professional organizations, etc.

Promotion to Researcher (R-5)

UH GENERAL CRITERIA (UPDATE AS NEEDED without vote of UHCC faculty):

The faculty member must demonstrate a level of research achievement and productivity which establishes stature among the leaders in the relevant research field or sub-field. This leadership position is not only with respect to departmental colleagues, but the international community of scholars active at major research centers. Publications and funded research grants that involve review by independent referees are of first importance in establishing research achievement. Other means by which research contributions to the discipline are reviewed, utilized and

evaluated by peers outside the University are also important. The faculty member should have participated in the academic affairs of the University, such as through service on appropriate faculty committees, and have shown a willingness to use professional competence in the service of the profession and the general community.

UHCC ADDITIONAL SPECIFIC CRITERIA

RESEARCH: In addition to continued accomplishment in all areas expected for promotion to R4, the candidate must have clearly demonstrated his or her ability to sustain an externally funded active cancer research program and should offer clear evidence of national and international recognition, such as editorship of books, invitations as a guest lecturer at national/international conferences and at other institutions, convening of conferences, service on editorial boards of respected journals, service on national/international committees, prizes/awards, etc.

TEACHING/MENTORING: The candidate should continue to show his or her value as a teacher or mentor as described under promotion to R4. In addition, emphasis will be placed on mentoring of junior faculty and successful graduation of PhD and/or MS students mentored by the candidate.

SERVICE: The candidate should continue to show service to the unit, university or community (research or general where candidate's professional skills are used), such as serving on UHCC or UH committees, serving as an officer in a professional organization, editorial service for journals, reviews of manuscripts, grant review or study section membership, etc. The candidate should show willingness to take on leadership roles in these efforts.

SPECIALISTS

Promotion to Assistant Specialist (S-3)

UH GENERAL CRITERIA from the "Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Manoa" (UPDATE AS NEEDED without vote of UHCC faculty):

The faculty member must provide evidence of competence, productivity and increasing professional achievement and maturity in the performance of assigned duties. Training represented by a Master's degree and 30 credits of graduate study beyond the Master's from a college or university of recognized standing with major work in a field closely related to the position involved is required. There should be evidence of ability to perform duties calling for independent professional judgment in the field of specialization, evidence of productivity and an indication of the capacity to supervise clerical help and at least three years previous experience at the next lower rank or equivalent.

UHCC SPECIFIC CRITERIA: All candidates irrespective of FTE at the assistant specialist level are expected to be under general direction with latitude for independent judgment in the field of specialization, to perform assigned functions and to carry out routine duties competently; and to supervise technical staff. The candidate must provide evidence of competency, productivity and increasing professional achievement and maturity in performing assigned duties for supporting scientific research efforts of the unit. Evidence of support to UHCC research activities must be presented. Examples are contributions to or facilitation of research findings of a principal investigator, which lead to peer-

reviewed publications. Internal letters of support by UH faculty who have collaborated with the candidate are welcome. For candidates of less than 100% FTE, expected productivity will be proportional to the FTE held.

Promotion to Associate Specialist (S-4)

UH GENERAL CRITERIA (UPDATE AS NEEDED without vote of UHCC faculty):

The faculty member must provide evidence of increasing professional maturity in the professional specialization and in the performance of duties in the rank of Assistant Specialist, including evidence of the ability to exercise independent professional judgment competently in the field of specialization. Training represented by a doctorate from a college or university of recognized standing with major course work and dissertation in a relevant field is required. At least four years of experience in the appropriate specialty in the next lower rank or equivalent are required. The faculty member must demonstrate the ability to plan and organize assigned activities and to supervise the work of assistants, if appropriate. The faculty member must demonstrate a level of professional achievement which reflects his or her stature as a contributor to the standards, techniques and methodology of the profession in comparison with peers active in the same field. The comparison peer group consists not only of local colleagues but the whole of the professional community active at major institutions of higher education. In general, contributions of such a nature as to permit critical review and facilitate use by other professionals are of first importance in establishing professional achievement. There must be evidence of interaction with the broader professional community beyond the University of Hawai'i.

UHCC SPECIFIC CRITERIA: The candidate must demonstrate contribution to the success of research endeavors and must be comparable to professionals in the same area in comparable institutions. Examples are contributions to and facilitation of research so that principal investigators are able to sustain and enhance national peer-reviewed research support and publications, as evidenced by co-authorship and a co-investigator role on grants. For candidates of less than 100% FTE, expected productivity will be proportional to the FTE held.

Promotion to Specialist (S-5)

UH GENERAL CRITERIA (UPDATE AS NEEDED without vote of UHCC faculty):

The faculty member must provide evidence of increasing productivity and professional maturity in the performance of duties in the rank of Associate Specialist, including evidence of the competent exercise of independent professional judgment in the field of specialization. Training represented by a doctorate from a college or university of recognized standing with major course work and dissertation in a relevant field is required. At least four years of experience in the appropriate specialty in the next lower rank or equivalent are required. The faculty member must provide evidence of successful planning and organization of assigned activities, including the supervision of assistants, if appropriate. The faculty member must demonstrate a level of professional achievement that establishes his or her stature as a substantial contributor to the standards, techniques and methodology of the profession. This stature is not only with respect to local colleagues, but the whole of the professional community active at major institutions of higher education. In general, contributions of such a nature as to permit critical review and facilitate use by other professionals are of first importance in establishing professional achievement. There must also be evidence of significant interaction and leadership with the broader professional community beyond the University.

UHCC SPECIFIC CRITERIA: The candidate must have made significant contribution to the success of UHCC research efforts and must be recognized by the professional peers at other major institutions of higher education. Examples are contributions to and facilitation of research activities that allow the principal investigators, the specialist and the UHCC to gain national and international recognition in addition to sustaining national peer-reviewed research funding and publications for the UHCC. Co-authorship on papers and co-Investigator status on large grants is required. For candidates of less than 100% FTE, expected productivity will be proportional to the FTE held.

VI. Criteria for promotion and tenure for Clinical Researchers (R-M)

QUALIFICATIONS: As stated in the UH Executive Policy E5.221, R-M category physician scientists require an MD degree and board certification in a clinical discipline. In addition, UHCC Departmental Criteria require contributions in two or more of the following:

- PI or Co-I of UHCC generated, investigator initiated, clinical protocol/research project, with participation in study design, conduct, analysis and reporting
- PI of grant supported or contract supported clinical protocols that are initiated by investigators elsewhere
- Leadership in clinical & translational research related multidisciplinary teams
- Leadership of clinical research support resources such as pathology services, molecular diagnostics, specimen banking, diagnostic imaging
- Enrolling/referring human subjects and providing human specimens to clinical protocols
- Service on teams responsible for protocol selection, assurance of scientific quality/progress and patient safety activities

GENERAL CRITERIA: As for the Researcher or Specialist category, the main consideration for the Clinical Researcher category is contribution to new knowledge of high scientific merit that has the potential to positively impact cancer care. Similar criteria to those established for Researcher and Specialist categories, in respect to seniority, overall accomplishments, regional and national/international recognition as content experts, and contributions to teaching and service, will apply to determining rank at the Assistant, Associate or Clinical Researcher levels.

Expectations for accomplishments in clinical research and related community-based clinical practice will be based on the proportional FTE in each area, as determined by the initial appointment and any subsequent adjustments. For faculty with less than 50% FTE in clinical research, contributions are expected to be at the co-investigator rather than principal investigator level because of the time constraints of part-time faculty appointments. When there is an opportunity, contributions are expected to result in co-authorship or be otherwise acknowledged on published papers. Demonstration of professionalism, collaboration and maturity in all academic activities in the UHCC will also be considered.

TENURE: Tenure is only for full-time faculty appointments where the faculty member was hired into a permanent, tenure track position. There are no partially tenured positions at UH. These positions allow no more than one day per week release time for approved outside clinical activity per the Collective

Bargaining Agreement. Clinical Researcher faculty appointments that are part time will not have tenure opportunities.

PROMOTION:

Appointment/Promotion To Assistant Clinical Researcher (R3-M)

All candidates irrespective of FTE should demonstrate the likelihood of continued productivity, creativity and support of clinical investigation and high-quality patient care, including community-based projects. Expected productivity will be proportional to the FTE held.

A candidate who is appointed at 50% FTE or more should show substantial evidence of independence in generating, conducting, analyzing and reporting research activities that could lead to quality grant applications. He/she should have publications of original research where the candidate is an author and can demonstrate a substantial contribution. The candidate also should have demonstrated clear evidence of an ability to collaborate with scientific colleagues and communicate research findings to an audience of scientific peers.

Appointment/Promotion To Associate Clinical Researcher (R4-M)

All candidates, irrespective of FTE, should demonstrate career progression with increasing responsibilities over time. There should be evidence of regional and national/international recognition as content experts and a record of increasing programmatic responsibilities and scientific contributions. These contributions should include authorship on peer reviewed publications, research program development, clinical program development, or medical direction of clinical/hospital operations and of providing high-quality patient care.

A candidate who is appointed at 50% FTE or more should show substantial evidence of a consistent research theme demonstrating originality, independence and sustained investigative productivity. There should be a record of scholarly publications in peer-reviewed journals demonstrating innovative conceptualizations or novel solutions, and evidence of innovative contributions such as patents, development of new diagnostic tools, surgical techniques and devices, and groundbreaking clinical trials. There should be a record of continuing national peer-reviewed external funding from national agencies, and a record in cancer research. There should be some evidence of recognition in the wider scientific community, such as requests to review manuscripts for respected journals, invitations to national or international meetings, service on scientific review panels and prizes or awards.

Appointment/Promotion To Clinical Researcher (R5-M)

All candidates, irrespective of FTE, should demonstrate continuing career progression with increasing responsibilities and a record of intellectual leadership in the areas of clinical investigation, clinical research support, research training or of a hospital clinical program. There should be evidence of national/international recognition as content experts. Candidates should be role models for students, trainees and junior colleagues.

A candidate who is appointed at 50% FTE or more should demonstrate leadership of a consistent research theme with indications of originality, independence and sustained investigative productivity. There should be a record of continuing national peer-reviewed external funding from national agencies and a record in

cancer research. The candidates should have authored scholarly publications in peer-reviewed journals demonstrating innovative conceptualizations or novel solutions, and evidence of innovative contributions such as patents, development of new diagnostic tools, surgical techniques and devices, and groundbreaking clinical trials. There should be national/international reputation as evidenced by leadership in scientific organizations, service on study sections, editorial boards, invited papers and invited lectures.

