

APPROVED:

James D. Kondash 12/16/08
UHPA Date

APPROVED:

[Signature]
Manoa Chancellor's Office Date
FEB 10 2009

**Personnel Procedures and Policies for
College of Engineering Specialist Faculty**

Procedures

Specialist faculty in the College of Engineering (CoE) are reviewed by a Personnel Committee (PC) consisting of five full-time tenured faculty members of rank equal to, or higher than that to which the specialist is applying, from the CoE and other academic units reflecting the duties of the candidate if appropriate. The CoE Dean, in consultation with senior faculty, is responsible for appointing the PC members, whose terms shall be one academic year but can be reappointed. The chair of the committee will be determined by the committee.

For contract renewal, tenure, and promotion candidates, the PC prepares a written recommendation, conducts a secret ballot, and includes the voting results, if they so choose, in the written recommendation to the Dean. In the case of contract renewal, the PC's assessment will be shown to the specialist faculty before the recommendation is forwarded to the Dean.

For tenure and promotion decisions, outside evaluations of the candidate's work must be solicited from at least eight evaluators compiled from an equal number of suggestions by the candidate and the PC, with the assistance of relevant faculty. Letters should include national recognition for associate, and international recognition for full specialist. The PC forwards the final list of outside evaluators to the Dean. The chair of the PC will solicit the letters from the external reviewers.

The Dean makes an independent evaluation of the candidate's application. In the case of tenure and promotion, the Dean sends the candidate's dossier forward with his/her recommendation. In the case of contract renewal, the Dean informs the candidate of his/her decision.

Personnel Decision Criteria

The following criteria for contract renewal, tenure, and promotion apply to Specialist faculty in the CoE. The satisfaction of these minimum qualifications does not guarantee tenure or promotion, nor is tenure or promotion granted to recognize "satisfactory" performance. Instead, tenure and promotion represent important transitions in the individual's professional growth, development, and stature. In this regard, the PC assesses the individual's documented performance of duties as specified in his/her job description, record of growth during the faculty member's probationary period and the in-

individual's present and future value to the CoE. These criteria have been developed in conformance with BOR and UH Mānoa guidelines.

Tenure-track Specialist faculty are responsible for sustaining, promoting, and perpetuating a core research, service, or teaching mission. Specific duties for Specialist faculty are an integral component of the candidate's performance as well as more general growth and maturity. Each such candidate has specific tasks in his/her job description that can be classified in three categories: 1) professional activities, 2) scholarly activities, and 3) service activities.

Professional activities include the planning, development, administration, supervision, and implementation of activities relevant to the mission to which the candidate is assigned. Scholarly activities include the utilization of research and evaluation methods to ensure that programs and services are relevant and are meeting student and institutional needs; this necessitates that the individual keep current with developments in the field of specialization and continuously expands basic knowledge to better serve those needs. Service activities contribute to the College of Engineering, the University, the community, and the profession.

Positive tenure recommendations, as described in BOR and UH Mānoa guidelines, are based on the significant and continuing value of the candidate to the CoE as well as achievement and productivity.

Promotion to the rank of S-4 requires an excellent record of performance in fulfilling the terms of the individual's job description, as well as a favorable state or national reputation.

Promotion to the rank of S-5 requires an exceptional record of performance of duties as described in the individual's job description, a favorable national or international reputation, and productivity over and above that required for promotion to S-4.