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Hawaii Center for Advanced Communications

Statement of Procedure and Criteria for Promotion, Tenure, and Annual Review Recommendations

I. Personnel Committee Structure:

The Hawaii Center for Advanced Communications (HCAC) Personnel Committee shall consist of at least three members. Initially, and as HCAC is launching its operation as a separate unit in the College of Engineering (approved by the Board of Regents in 2000), the Dean, in consultation with the HCAC Director, will appoint a Faculty Personnel Committee in accordance with the Agreement between UHPA and the BOR." Within five years from the date of this document, and as HCAC continues to grow and hire new faculty, members of the personnel committee shall be elected by HCAC Faculty. All faculty are eligible for the DPC except for faculty on leave and the HCAC director. Terms of DPC membership will be for one year, and for the first five years members may be reappointed by the HCAC director. After the first five years, elections shall be conducted yearly within four weeks of the start of the Fall semester. All regular HCAC faculty members with 0.5 position count or more are eligible to vote. Elected members of the DPC shall also vote among themselves to select a DPC Chair.

Only tenured faculty are eligible to serve on the committee to evaluate applications for tenure and annual review for non-tenured faculty. Only full professors are eligible to serve on committee to evaluate promotion applications to full professor. Membership of all personnel committee must be known to the entire HCAC faculty. All deliberations and communication of submitted material, discussion, are considered confidential in order to foster open communications at the committee level. The final vote must be by closed balloting.

II. DPC Duties:

II. A. DPC Review of Tenured Faculty:

DPC is authorized and charged to make a substantive review of each candidate for promotion or tenure, to write a report on its findings, and to make a recommendation to the HCAC director on each candidate considered. Dossiers compiled by the candidates are to be submitted to DPC by a date determined by the Center director and according to University policies and procedures. Letters from external reviews, written evaluations by the Center faculty and related sources, plus the dossiers are the primary inputs to the DPC in its discussion. The Criteria and Guidelines for the University of Hawaii at Manoa will be followed regarding contents of the dossier. The DPC Chair shall notify the applicant in writing when related sources are contacted for more information. As a result of deliberation, a written assessment will be prepared by the DPC and attached to the dossier. The final vote for or against the action on hand will be done by secret ballot. A final report by the DPC will be forward to the HCAC director without consultation with

the candidate. HCAC director shall evaluate each candidate independently, and prepare a report from his/her perspective. HCAC director shall communicate both reports to the candidate. The candidate shall be required to acknowledge the receipt of these reports in writing. The candidate shall be allowed to submit a written response within two weeks to each report separately or jointly. The entire evaluation package containing these evaluations and the candidate response, if any, shall be forwarded to the Dean of the college.

II. B Annual Review for Probationary Faculty Members:

Annual review of probationary tenure track faculty members will be conducted in accordance with the provisions of the agreement between the University of Hawaii Professional Assembly and Board of Regents, University of Hawaii. The following is a statement of the review procedure:

The reappointment recommendation form is initiated by the HCAC director. The DPC will use the form to include its assessment and recommendation and then transmit the material to the HCAC Director who will make an independent assessment and recommendation. The Chair will then show the assessments and recommendations to the faculty member concerned before forwarding same to the Dean of the College.

III. External Review for Tenure and Promotion:

III. A Review Process

1. Five external reviews will be selected
2. No more than three external reviews will be selected by the DPC from the list submitted by the candidate
3. The remaining external reviews will be selected by consultation of the DPC chair and the HCAC director
4. Letters requesting external reviews will be signed jointly by the DPC chair and the HCAC director
5. Reviews received after DPC deliberations will be forwarded to higher reviewing bodies without and consideration by the DPC.

III. B Evaluation Criteria:

1. All criteria established by the University must be met.
2. Each candidate will be evaluated in teaching, research, and service with a rating scale of poor, fair, adequate, good, or excellent. The rating scales for research, teaching, and service are defined in tables 1, 2, and 3, respectively.
3. For promotion to associate professor, ratings of "excellent" in research, "good" in teaching and service are required. A "good to excellent" rating in both research and teaching, and a rating of "good" in service are also acceptable.

4. For a positive recommendation for promotion to full professor, a rating of “excellent” in research, and a rating of “good to excellent” in both teaching and service are required.
5. Positive recommendation for tenure requires a rating of “good to excellent” in all the three areas. Furthermore, a candidate will be recommended for tenure only if there is continuing need and value to the HCAC center.
6. In case the DPC cannot reach a consensus regarding action on a candidate, separate reports may be submitted to the HCAC Director by descending members of the committee.

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Table 1. Criteria for Promotion and Tenure Recommendation

Each candidate will be evaluated based on his/her accomplishments in the following areas:

1. Research. The candidate's research accomplishments are evaluated based on research activity; significance of his/her research; its impact on engineering practice; publications of research work (quality and quantity are both considered); patents and research grants. The rating scale for research accomplishments is defined in Table 2.
2. Teaching. Each candidate's teaching and accomplishments are evaluated based on teaching effectiveness; course and laboratory developments. The evaluation of teaching effectiveness is based on his/her teaching attitude; fostering of students' intellectual growth; motivating influence and student contact; technical content of courses; lecture organization; contribution to course laboratory; curriculum development; students' overall rating of the instructor. The rating scale for teaching accomplishments is defined in Table 3.
3. Service. The candidate's service accomplishments are evaluated based upon the significance of the service; the level of effort involved; the significance of the organization to which service was provided; fostering of the reputation of the HCAC; college; university; state and professional organization. The rating scale for service is defined in Table 4.

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Table 2. Research Scale

Adequate	Some research activity including an average of one paper per year in a recognized refereed journal; nationally recognized software publication; nationally recognized design journal publications; or other form nationally recognized public engineering expression.
Good	Research activity with potential impact on engineering practice. Principal investigator of a research grant; at least one paper in a recognized refereed journal and additional conference papers per year (or equivalent); scholarly activities, including directing graduate students theses; managing an experimental research laboratory; patent disclosures and awards.
Excellent	Professional or external recognition of research excellence and significance; innovative research activities; research publications in refereed journals (or equivalent); major research grants; development of research infrastructure; direct significant graduate research to completion; and research collaboration with major institutes and industries; patent disclosure awards.

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Table 3. Teaching Scale

Adequate	Somewhat below the College of Engineering average in teaching effectiveness. Not actively involved in course and lab development.
Good	College of Engineering average or above in teaching effectiveness; development and upgrading of potentially long lasting labs and courses in basic & new technical areas; special and individualized instruction and projects.
Excellent	Significantly above the College of Engineering average in teaching effectiveness; Highly effective teaching of general lower division and major upper division courses; development of innovative instructional delivery; development and improvement of major instructional laboratories; undergraduate student project advising; and publication of textbooks with significant influence and exposure.

Remarks: The evaluation of teaching effectiveness is based on appropriate technical content; teaching attitude; student interaction; overall teaching effectiveness; scholarly activity; student evaluations. The class size; workload and level of course (e.g. introductory/upper classes, undergraduate/graduate, theoretical/experimental) must be considered in evaluating the candidate's teaching effectiveness.

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Table 4. Service Scale

Adequate	Regular attendance at assigned HCAC and College committees of which he/she is a member. Satisfactory performance of all tasks assigned to him/her. Advisor to student projects; work groups and individual work.
Good	In addition to adequate performance as defined above, chairs <u>at least one</u> major committee (HCAC; College, or University) and performs exceptional work. Volunteers for or willingly accepts extra tasks and positions of responsibility within the University community (e.g., Graduate program chair; undergraduate programs; serving on <u>major</u> University committees; advisor to student professional and honorary societies; offer in College Senate, etc.)
Excellent	Chair, with outstanding performance and contribution of a major HCAC committee over an extended period of time; sustained significant outreach activities and enhancing the HCAC image; chairing or co-chairing important university committees; serving as editor of professional journal; serving on important boards of national and international professional societies or organizations; and significant leadership in organizing national or international technical conferences.