


Manoa Chancellor's Office

HIGP Criteria for Tenure, Promotion, Contract Renewal and Periodic Review

(Unanimously approved by HIGP faculty on October 19, 1995, with minor modifications approved by tenured HIGP faculty on May 1, 1997; modified July 15, 2014)

Introduction

This document provides the criteria established by Hawai'i Institute of Geophysics and Planetology (HIGP) for Promotion, Tenure, Contract Renewal, and Periodic Review. By State Law §304A-1501, *The Institute*:

- (1) *Shall undertake basic research and training in geophysics and planetology;*
- (2) *Shall disseminate knowledge of geophysics and planetology affecting Hawai'i; and*
- (3) *To the extent its facilities permit, may serve to apply the results of its research to geophysical problems in the State.*

Geophysics, as defined in the statute, includes all disciplines encompassed by the American Geophysical Union. Planetology, as defined in the statute, includes all science of Solar System phenomena outward from our Sun. In addition, an important aspect of HIGP is technology development, especially with respect to improving scientific measurements as reflected in the HIGP mission statement: "*HIGP solves fundamental problems in Earth and Planetary Science by the development and application of state-of-the-art exploration, measurement, and data analysis technologies. HIGP serves society and the State of Hawai'i by acquiring and disseminating new knowledge about the Earth and other planetary bodies, and developing and introducing leading edge technologies and a highly trained workforce to the State economy.*" Expectations for HIGP faculty productivity reflect the statutory and HIGP mission requirements within the framework of the traditional academic triad of research, teaching, and service.

The criteria described herein for Promotion and Tenure are in addition to the promotion and tenure criteria established by the Board of Regents described in the document entitled "CRITERIA AND GUIDELINES FOR FACULTY TENURE/PROMOTION APPLICATION UNIVERSITY OF HAWAI'I AT MANOA, 2013," hereafter referred to as "the Mānoa Requirements." That document contains the controlling language regarding promotion and tenure requirements; this document describes additional requirements and direction specific to HIGP regarding the general guidelines provided. In addition, this document describes the requirements for contract renewal for probationary faculty and non-tenurable faculty on annual contracts and the criteria used for periodic review of tenured faculty.

Promotion

HIGP promotion criteria fall into three categories: Instructional (*I*), Research (*R*), and (*S*) Specialist faculty at all ranks, including tenured, probationary and those on annual contracts.

I and R Faculty

Research

1) Research excellence and productivity. In addition to the Mānoa Requirements and the recognition of peer-reviewed scientific publications, HIGP also recognizes peer-reviewed publications in engineering journals, and peer-reviewed publications relevant to geophysical education in the professional education literature. Scientific leadership is prized, as exemplified by first-authored publications in leading journals. Significant reports to the State of Hawai'i applying the results of research to geophysical problems in the State are also recognized.

Furthermore, HIGP recognizes the important contribution of the development, operation, and maintenance of major instrumentation facilities as demonstrated by production of peer-reviewed publications arising from the facility, including publications where the faculty member responsible for the facility does not appear as an author. Research excellence is also demonstrated by participation, and especially leadership, in "big science" activities such as research cruises, space missions, or major research equipment facilities. Collaborations outside geophysics and planetology are recognized, especially in cases where HIGP technology is enabling important strides in other fields.

2) Written peer reviews and recommendations will be sought from outside the University to aid assessment of the national and international reputation of the faculty member. The procedures governing selection of external reviewers and the handling of reviews are given in "Procedures Governing Tenure, Promotion, Contract Renewal and Periodic Review of HIGP Probationary (Tenure-Track) and Tenured Bargaining Unit 07 Faculty Members, 2014."

3) Raising research funds. This is measured by the success, significance, magnitude, and frequency in competition for extramurally-funded, competitive research grants, including facility or equipment grants. Demonstrated efforts to secure, and success in securing, peer-reviewed extramural or State funding for research as a principal investigator (PI), Co-principal investigator (Co-PI) or Co-investigator (Co-I) is required of all HIGP faculty. In the case of participation other than as PI, the faculty member should supply an assessment by the Project PI of the degree of participation in the project by the faculty member. Attempts at very high risk (low probability of success) but high payoff (high dollar value) projects are looked upon favorably, even if unsuccessful. In the cases where risky proposals are not funded, proposal reviews are important documentation of quality.

Searches for funding from non-traditional sources (e.g., foundations, wealthy individuals, internet social funding sources, and international) are also valued. Funding the salary support for HIGP colleagues, staff, graduate students, and undergraduate research is recognized and encouraged, whether direct support or indirectly via offsetting Institute supported salaries. Evidence of competition for intramural ("seed money") projects may also be submitted to document research fundraising, however, these latter sources of funding are considered secondary in importance to extramural sources.

Training

An evaluation will also be made of the candidate's commitment to training that comprises teaching courses, support and mentoring of undergraduates, graduates, post-doctoral and non-traditional students. Documented evidence of such a commitment could include some of the following: research into and activity in curriculum development; teaching formal courses; providing specialty courses or educational outreach within the state, nationally, or internationally; the involvement of post-doctoral researchers, graduate and/or undergraduate students in research projects; advising graduate students; service on M.S. and Ph.D. committees; and providing financial support for students.

Service

Service is defined in the Mānoa Requirements sections VII.D.4-6. HIGP encourages public outreach to a greater extent than that of the Mānoa Requirements as dissemination of new knowledge is a part of the HIGP mission, and informing the public is a critical aspect of that dissemination. Service will also include activities of economic benefit to the State, including specific efforts toward workforce development, and support for development of small businesses in Hawai'i, especially those that employ current Hawai'i residents.

Specialist Faculty (all ranks and categories)

Evaluations of Specialist Faculty are highly specific to the contents of their job description and are made with respect to those contents. The job description shall be reviewed annually by the Specialist faculty member and the Director and updated if necessary by mutual consent. Activities in the research, training and service areas are encouraged where such activities do not interfere with faculty Specialist functions.

Tenure

HIGP additions to Mānoa tenure requirements for eligible *R*, *I*, and *S* faculty are identical to those listed under Promotion.

Contract Renewal (Probationary faculty and faculty on annual contracts)

Criteria for contract renewal are derived from the Mānoa Requirements criteria for promotion and tenure, and the HIGP requirements described above under Promotion. The evaluation is confined to the year under consideration, and may consider recommendations to the faculty member made in prior evaluations.

Periodic Review

It is expected that the tenured faculty member will continue to display a long-term commitment to scientific research and will be an active contributor to science throughout the career of the faculty member. Evaluation of the performance of the tenured individual will be based on the criteria for promotion and tenure at that individual's level, as set forth in the Mānoa Requirements and augmented by the HIGP criteria for promotion and tenure given above.

In addition to the University-wide criteria, faculty members with HIGP appointments are expected to perform at no less than the following levels, as averaged over the preceding five years:

Research

1. The tenured individual should be an author on at least five significant articles, review articles, monographs, or book chapters over the 5-year periodic review cycle and be first author on at least one such paper within the 5-year periodic review cycle. Citations, as compiled by recognized sources, of papers published within the 5-year periodic review cycle will also be considered.

2. The tenured individual should maintain continuous research funding or continue to submit proposals as PI or Co-I.

Training

There are no additional criteria beyond those listed in the Mānoa Requirements for promotion and tenure and the HIGP requirements described above.

Service

There are no additional criteria beyond those listed in the Mānoa Requirements for promotion and tenure and the HIGP requirements described above.