

APPROVED:

APPROVED:

James D. Kardash 9/29/15
UHPA Date

[Signature] 10/2/11
Manoa Chancellor's Office Date

**Procedures Governing
Tenure, Promotion, Contract Renewal and Periodic Review of
HIGP Probationary (Tenure-Track) and Tenured
Bargaining Unit 07 Faculty Members**

**(unanimously approved by tenured HIGP faculty on May 1, 1997;
modified September 11, 1997; modified September 21st, 2011; and
updated July 3, 2014)**

The Hawaii Institute of Geophysics and Planetology (HIGP) Personnel Committee (PC) shall be responsible for performance evaluations of HIGP faculty members for tenure, promotion and contract renewal, and periodic review, and for special evaluations at the request of the Director.

1. The procedures used to carry out the evaluation will be governed by those 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," hereafter referred to as "the Mānoa Requirements," and augmented by HIGP-specific criteria described in the document entitled "HIGP Criteria for Promotion, Tenure, Contract Renewal and Periodic Review, 2014." hereafter referred to as "the HIGP-specific Requirements." The PC shall annually review the "HIGP-specific Requirements" and documents to which it refers prior to any deliberations to ensure all pertinent references and procedures are up to date. Changes to the HIGP-specific Requirements will be presented to the HIGP tenured faculty for approval.
2. The HIGP PC shall be composed of HIGP tenured faculty nominated by secret vote annually by the tenured faculty members. All HIGP tenured faculty members are candidates for membership on the PC. The 5 faculty members with the most votes, with up to two additional, nominated members appointed by the Director to satisfy Point 7 (below) and additional considerations, shall constitute the HIGP PC. Additional considerations may include diversity and scientific expertise.
3. Individual HIGP PC members shall participate in performance evaluations only of faculty holding the lower rank than their own, excepting for periodic review wherein members with equal rank shall also participate.
4. A candidate may exclude participation by other Institute member(s) where the candidate believes that a conflict exists that would prevent the faculty member's fair evaluation of a tenure or promotion application made by the candidate. A candidate may exclude up to three (3) faculty members from his/her evaluation. If any excluded faculty member is on the PC, then the Institute Director shall appoint such replacements from those annual nominations from HIGP tenured

faculty for the PC as to insure that at least 5 qualified faculty members shall serve on the candidate's PC.

5. The Chair of the PC shall be elected by its members.
6. The HIGP PC shall serve for one academic year, but members can be re-elected to multiple terms.
7. Procedures and policies for soliciting and handling external letters of evaluation are found in Section VII.E of the Mānoa Requirements. The Mānoa Requirements for Conflict of Interest will be applied in choosing evaluators. As soon as possible after an application for tenure or promotion has been received, the PC will request letters of evaluation from members of the geophysical and planetary science community outside HIGP concerning the candidate's effectiveness in research, education and service. The diversity of the geophysics and planetary science communities includes respected scholars who are knowledgeable experts at R1 universities, national laboratories, non-profit research institutes, and universities and colleges that are not R1 research institutions. For specialist faculty that run facilities, the Institute will obtain up to 3 letters from facility users in the University. Evaluators will be selected on the basis of their relevant expertise and required rank. The PC will evaluate the material supplied by the candidate and the letters from the geophysical and planetary community, as well as other materials such as student evaluations that may shed light on the performance of the candidate.
8. All final votes regarding contract renewal, promotion, tenure and periodic review shall be carried out by secret ballots. The PC shall assure that individuals who are not tenured bargaining unit 07 members are strictly excluded from all deliberations and voting.
9. The Institute Director may not participate in any way in the tenure or promotion deliberations conducted by the PC.
10. The job description of Specialist Faculty in review will be provided to the PC Chair by the Director prior to deliberations by the committee.