

APPROVED:

James D. Kardash 11/02/09  
 UHPA Date

APPROVED:

[Signature] 1/27/10  
 Mānoa Chancellor's Office Date

**COLLEGE OF EDUCATION**  
**Kinesiology and Rehabilitation Science**  
**Criteria for Contract Renewal & Tenure and Promotion**  
**For Specialist**

**I. University of Hawai'i at Manoa: General Comments for Criteria Contract Renewal and Tenure/Promotion.**

A. **Promotion to Assistant Specialist (S3)** 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 a major work in a field closely to the position involved 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.

B. **Promotion to Associate Specialist (S4)**. 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 a 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 organized 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 by 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.

C. **Promotion to Specialist (S5).** The faculty member must provide evidence of increasing productivity and professional maturity in the 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 which established 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 be evidence of significant interaction and leadership with the broader professional community beyond the University.

## II. University of Hawai'i at Manoa: Guidelines for Preparing the Application

A. Special instructions for Specialist who may apply in two categories simultaneously. Faculty, who are Specialists (S), may receive tenure at ranks 2 and 3 without being promoted. Specialist members who wish to be considered with promotion to the next rank may use a single application for these two options. For example, faculty with S, B, or A classification may complete the top of page 1.1 of the application form as follows:

Tenure only at \_\_\_\_\_ (if indicate current rank)  
(Rank)

Tenure and Promotion to \_\_\_\_\_  
(Rank)

B. Thus, if the faculty member is recommended for tenure but is not recommended for promotion, the faculty member will still be awarded tenure at his/her current rank.

C. In the event that an applicant receives tenure but is denied promotion the/she is eligible for the remedies for denial of promotion (see Article XIV, E-J). In the event that tenure is also denied, the applicant may elect the remedies for either denial of promotion or denial of tenure.

**COLLEGE OF EDUCATION  
Kinesiology and Rehabilitation Science Department  
Specialist Endeavors Ranking**

**The following endeavor rankings serve as a guideline to help junior faculty select endeavors that will help them be successful in attaining tenure and promotion.**

- 3 = Greater importance with highest-impact on profession
- 2 = Moderate impact
- 1 = Lesser impact

**I. Scholarship**

- A. Publication in an international journal accepted after blind review (3)
- B. Publication in a national journal accepted after blind review (3)
- C. Publication of a textbook by a national publisher (2)
- D. Publication of a textbook chapter by a national publisher in the field of study (2)
- E. Program Development Design, Instructional Manual, Outcome Assessment production (2)
- F. Accreditation Self-Study (2)
- G. External Grant Funding (2)
- H. Publication of a training film, technical and instructional manuals (2)
- I. Publication in a regional or state professional journal newsletter reviewed by an editor or staff (2)
- J. Invited publication presented in a professional publication (2)
- K. Invited publication presented in a popular “newsstand” edition (2)
- L. Publication in a popular publication reviewed by an editor or staff (2)
- M. Publication in a professional publication reviewed by an editor or staff (1)
- N. Publication in an activity specific national newsletter/journal without peer review (1)
- O. Presentation at International, national, state, or regional conference
  - 1. General session presentation (2)
  - 2. Break-out presentation (2)
  - 3. Peer review of a poster presentation (2)
  - 4. Peer review of an abstract (2)
  - 5. Panel presentation (2)
  - 6. Workshops (2)

## II. Instructional

- A. Average teaching evaluations must be 3.5 or above on a 5-point scale for all courses taught (undergraduate, graduate, or combination of both) (3)
- B. Undergraduate and graduate advisement; serve on graduate Committees (3)

## III. Service

- A. Consultant for professional organization in the area of academic endeavor
  - 1. International (3)
  - 2. National (3)
  - 3. Regional (3)
  - 4. State (3)
  - 5. Local (2)
- B. Elected to office for professional organization in area of academic endeavor
  - 1. International (3)
  - 2. National (3)
  - 3. Regional (3)
  - 4. State (3)
  - 5. Local (2)
- C. Appointed to the office for professional organization in area of academic endeavor
  - 1. International (3)
  - 2. National (3)
  - 3. Regional (3)
  - 4. State (2)
  - 5. Local (2)
- D. University (3), College of Education (2), KRS Department (1)

**IV. Peer Reviews**

- A. International competition (3)
- B. National competition (3)
- C. Regional competition (3)
- D. State competition (2)
- E. Local competition (2)

**NOTE.** Invited to serve on peer review board for publication, grant proposals, or other professional endeavors in the area of academic endeavors.

**COLLEGE OF EDUCATION  
Kinesiology and Rehabilitation Science  
Department Personnel Committee**

**Faculty Tenure/Promotion Procedures**

- I. Department Personnel Committee (DPC) selection
  - A. Committee shall be comprised of five full-time tenured faculty members.
  - B. All members shall be selected from Bargaining Unit 7.
  - C. Members shall represent all ranks held within the KRS full-time faculty.
  - D. An outside voting member (within the COE ranks, Instructional Faculty) will also be included on the KRS Department Personnel Committee. This person counts toward the five full-time tenured faculty membership and can hold either an Associate Professor or Professor Rank.
  - E. The candidate will review the list of members of DPC and can request that the KRS Chair remove one person from the list.
  
- II. Election of members
  - A. Election shall be by secret ballot by all KRS faculty.
  - B. Members shall be elected annually before September 15.
  - C. DPC Chair shall be elected by the committee from among its members.
  - D. *A pool of potential COE members shall be provided by the candidate to the DPC Chair and Department Chair. From this pool, a list of COE members will be generated and provided back to the candidate. The candidate will review the list and eliminate any COE member of his/her choosing. Once a COE member has been identified, his/her name will be submitted to the Dean for approval.*
  
- III. Process for Soliciting Letters from External Referees
  - A. The applicant will generate a list of five names of respected scholars in the discipline at a research university who are not employed by the University of Hawai'i System. Three names will be selected from the list of five by the DPC committee to solicit external referees. In addition, the DPC will select two other external referees.

- B. In selecting external reviewers, the following criteria will apply:
  - 1. External reviewers must be of higher rank than the candidate and from a research university.
  - 2. External reviewers must not be a professional with whom the candidate has a close working or personal relationship.
- C. The DPC chair will contact the prospective reviewers to determine their willingness to serve.
- D. After receiving an indication of a willingness to serve, the DPC chair will send to the external reviewers the candidate's curriculum vitae, reprints of the candidate's major publications, and a copy of the DPC Criteria for Promotion and Tenure and a copy of UHM Criteria for Promotion and Tenure. The candidate may also choose to submit a 3-5 page narrative to include in this packet that describes the research agenda that reflects the publications submitted.
- E. A minimum of five external referees will be required.
- F. External reviewers will send their evaluations to the DPC chair.
- G. The names of external reviewers and their evaluations are confidential. The evaluations are not shown to the candidates at any time.

IV. Delivery of documents to applicant

- A. Essential documents to be transmitted:
  - 1. UH-Manoa Criteria and Guidelines for Faculty Tenure/Promotion Application
  - 2. KRS Department Contract Renewal and Tenure/Promotion Guidelines
  - 3. KRS Department Contract Renewal and Tenure/Promotion Procedures
  - 4. UHPA Agreement
  - 5. Self-Evaluation for Retention Form
- B. Disposition of essential documents and acknowledgment form
  - 1. All essential documents shall be provided by the KRS Chair.
  - 2. Applicant shall acknowledge receipt of all essential documents by signature on the Acknowledge Form.
  - 3. Copy of the Acknowledge Form is placed in the applicant's personnel file in the KRS Department.
  - 4. Copy of the Acknowledge Form is placed in the DPC Chair's file.



- V. Procedures related to the applicant for Tenure/Promotion
  - A. Deadlines for submission of Tenure/Promotion application
    - 1. COE Dean will provide the following documents to the KRS Chair which will include the essential timetables and deadlines: “Tenure and Promotion Procedures and Timetable” and “Deadlines for Personnel Actions and Contract Renewal.”
    - 2. Within the timetables mentioned in IV.B.1, the DPC Chair and the KRS Chair shall develop an “Intradepartmental Timetable.”
    - 3. A copy of the Intradepartmental Timetable shall be given to the applicant and each DPC member within one week from the time the documents are received from the College Dean.
    - 4. All time requirements must be met by all concerned.
  - B. Disposition of the completed Tenure/Promotion application
    - 1. Applicant shall personally deliver his/her contract renewal or Tenure/Promotion application to the KRS Department Chair.
    - 2. KRS Department Chair shall transmit the completed application to the DPC Chair.
    - 3. When the application is accepted by the DPC Chair, it will be placed in a secured location for review by the DPC members and the KRS Department Chair.
- VI. Initial DPC Review
  - A. All DPC members shall be in attendance for the first review of the materials.
  - B. All DPC members shall bring their written review of applicant’s application to the DPC meeting.
  - C. Except for committee procedures, all discussion shall be limited to the application, each committee member’s review of the application, and the collegiality of the candidate for Contractual Renewal and Tenure (see I-Faculty, Guidelines for Contract Renewal, Tenure/Promotion: Present and Future Value, IV, Part B, Collegiality).
  - D. The committee may suggest revisions of the application for purpose of clarity, accuracy, and/or format. The DPC Chair will give any requests to the applicant in writing along with a deadline for return of the application. The applicant decides to accept or reject these recommended revisions.
  - E. Following the meeting, the DPC Chair shall summarize the DPC’s first review. Upon agreement of the DPC, the Chair shall then transmit the written recommendations to the applicant. At that time,

the Chair shall notify the applicant of the DPC deadline for final review.

- F. The DPC will review the letters of evaluation from the external reviewers and not to be shared with the applicant.

VII. Subsequent DPC meeting/s and final review

- A. All DPC members shall be in attendance.
- B. Except for committee procedures, all discussion shall be limited to the application, the committee's review of the resubmitted application, evaluations from the external reviewers, and the collegiality of the candidate.
- C. Committee shall vote by secret ballot.
- D. Tenure/Promotion evaluation report is prepared and approved by the DPC.

VIII. Format for the DPC's written evaluation report

- A. Applicant's evaluation report is independently written by the DPC.
- B. Report shall include the following:
  - 1. Composition of the DPC.
  - 2. A statement that the DPC followed aforementioned departmental procedures and criteria.
  - 3. Specific statements addressing the applicant's strengths and weaknesses shall be summarized from the content of the application in each of the following four areas:
    - a. Instructional activities
    - b. Research and scholarly activities
    - c. Service activities
    - d. Collegiality (Contractual Renewal and Tenure)
  - 4. Recording of the DPC vote.
  - 5. All discussion and vote within the DPC shall be kept confidential.

IX. DPC Evaluation Report shall be transmitted to the COE Dean by the KRS Department Chair.

- X. The Department Chair will conduct an independent evaluation of the candidate's materials, and provide a written assessment of strengths and weaknesses, and a recommendation for/against tenure and or promotion. The Chair's written assessment will be attached to the candidate's application and documents then be submitted to the Dean of the College of education.

- XI. Feedback to the Candidate:  
The Chair of KRS Department can give feedback to candidates specifically about the Contract Renewal and Tenure/Promotion applications after they submit their materials. Once the candidate's application has been submitted, feedback will be given only by the Department Chair. If the Department Chair believes that the materials can be strengthened, the Department Chair may give feedback to the candidate. The Department Chair will inform the candidate the results of the vote.
- XII. Review of Personnel Policies and Procedures  
These policies and procedures shall be reviewed when necessary by all tenure-track faculty members. If there are changes to these policies and procedures, faculty who are applying for tenure and/or promotion may choose to have their materials considered under the old procedures or the new revised ones. *(Note that these policies are in addition to the University of Hawai'i Professional Assembly faculty contract and the policies of the University of Hawai'i Board of Regents. Nothing in these guidelines shall be construed to contradict University guidelines).*

**COLLEGE OF EDUCATION**  
**Kinesiology and Rehabilitation Science**

**Departmental Guidelines for Faculty Contract Renewal and  
Tenure/Promotion**

The primary purpose of the following guidelines is to assist the applicant who is applying for contract renewal or tenure/promotion in the Department of Kinesiology and Rehabilitation Science. The applicant should prepare a report based on all of the items listed. When applying for contract renewal, the candidate shall include all pertinent information from the previous academic year. In addition, the contract renewal candidate will follow the same following guidelines as the tenure/promotion candidate. If the candidate is applying for tenure and/or promotion, he/she shall include all pertinent information from those years since the initial appointment or since the last promotion. Refer to the Statement of Endeavors ranking developed by the department.

**I. UH Tenure Criteria for Instructional Faculty**

- A. 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.
- B. The faculty member must have demonstrated a high level of competence as a teacher during the probationary period. In the rank of Assistant Professor, there should be evidence of increasing professional accomplishment as a teacher. For the Associate and full Professor Ranks, there should be evidence of a mature level of performance and the versatility to contribute to all levels of the department's instructional program. In all cases, the evidence should include summaries of student evaluations, how your classes contribute to programmatic and instructional learning outcomes, or other objective assessments of a significant sample of the courses during the probationary period.
- C. The faculty member must have demonstrated a level of scholarly achievement appropriate to the rank at which tenure is sought in comparison with peers active in the same discipline. The comparison peer group consists not only of departmental colleagues but also of the whole of the appropriate community of scholars active at major research

universities. For the Assistant seeking tenure as an Associate professor, the applicant should be well on the way to becoming an established scholar in his or her discipline. The Associate Professor seeking tenure should be an established scholar whose scholarly contributions and recognition during the probationary period reflect this stature. The full Professor must be among the leaders in the scholarly discipline. In general, publication in a form that involves review by independent referees is of first importance in establishing scholarly achievement. Other means by which scholarly and creative contributions to the discipline are reviewed, utilized and evaluated by peers outside the University are also important. Collaborative research and joint and shared publications may be the norm in some fields or disciplines. Applicants in such fields or disciplines should provide Department Personnel Committees and Department Chairs with documentation that such is the norm to aid the review process. The significance of such work within the discipline or field should be described to assist the review. Both (1) the proportion of time among given tasks and functions in research and/or writing and (2) the total proportion of time and effort in the research or publication should be described to aid the review process. Co-author or researcher concurrence or an independent report on such contributions is needed to aid in review.

- D. 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.

## II. UH Promotion Criteria for Instructional Faculty

- A. Promotion to Assistant Professor. An earned doctorate in the relevant field or appropriate terminal degree is required. The faculty member must provide evidence of competence and increasing professional maturity as a teacher. This evidence should include summaries of student evaluations, how your classes contribute to programmatic and institutional learning outcomes, or other objective assessments of a significant sample of the courses taught while in the rank of Instructor. There must be evidence of scholarly research and contribution to scholarship or other related creative activity, which shows scholarly ability, accomplishment and promise.

- B. Promotion to Associate Professor. The faculty member must provide evidence of a mature level of performance as a teacher, and the versatility to contribute to all levels of the department's instructional program. This evidence should include summaries of student evaluations, how your classes contribute to programmatic and institutional learning outcomes, or other objective assessments of a significant sample of the courses taught while in the rank of Assistant Professor. The faculty member must demonstrate a level of scholarly achievement and output which reflects stature as an established scholar in comparison with peers active in the same discipline. The comparison peer group consists not only of departmental colleagues, but the whole of the community of scholars active at major research universities. In general, publications, and other creative activities of a type permit review by independent referees are of first importance in establishing scholarly achievement. Other means by which scholarly and creative contribution to the discipline are reviewed, utilized and evaluated by peers outside the University is also important. The faculty member should have participated in the academic affairs of the University, such as through service on appropriate faculty committees and should have shown a willingness to use professional competence in the service of the profession and the general community.
- C. Promotion to Professor. The faculty member must provide evidence of a mature level of performance and achievement as a teacher and the versatility to contribute to all levels of the department's instructional program. This evidence should include summaries of student evaluations, how your classes contribute to programmatic and institutional learning outcomes, and other objective assessments of a significant sample of the courses taught while in the rank of Associate Professor. The significance and the distinction of the scholarly achievement should clearly place the faculty member at the forefront of the discipline or field. In general, publication in the major journals and presses in the field is of first importance in establishing this level of scholarly achievement. Funded research grants and other means by which scholarly and creative contribution to the discipline are reviewed, utilized and evaluated by peers outside the University are also important. The faculty member should be a leader in the academic affairs of the University, should have shown a willingness to use professional competence in the service of the profession and the general community, and should have shown significant accomplishment in the profession and the appropriate discipline.

**III. Instruction**

- A. All courses assigned by the department chair must be taught and evaluated.
- B. All courses will be evaluated using the department approved course evaluation form.
- C. Average teaching evaluations should be 3.5 or above on a 5-point scale.

**IV. Research**

The KRS Department faculty requires at least one published refereed article per year prior to application for tenure and promotion. Therefore, contract renewal candidates must provide strong evidence of progress in this area (Refer to I-F Endeavor Ranking Document, Level 3). NOTE: Meeting minimal requirements does not guarantee tenure and promotion.

- A. The department recognizes textbooks, textbook chapters as scholarly activities toward tenure and promotion
- B. Published abstracts and proceedings are acknowledged as scholarly endeavors; however, they do not count as refereed journal articles.
- C. You must also indicate the estimated percentage of your contribution for each multi-authored work. Impact acceptance ratings should be included. Provide documentation concerning submission, and/or acceptance.
- D. List your presentations at conferences to the following audiences: international, national, regional, state. When appropriate, indicate refereed presentations, include the date, name of conference, any co-presenters and your role/contribution if co-presenting.

**V. Service:** For each category, list the name of the organization and give your role (i.e., chair, member) and years of service.

- A. National, regional and state professional organizations
  - 1. National
  - 2. Regional
  - 3. State
- B. University
  - 1. University committees
  - 2. College of Education committees
  - 3. Departmental committees
- C. Professional consultation, collaboration and technical assistance
  - 1. List assessment and evaluation endeavors.
  - 2. List agency, project, if part of grant, if paid a fee, etc.

- D. Write a summary of your service and how it contributes to your role within the KRS Department. In case of no activity in this area, describe your future plans for service within the next annual review period.
- E. The candidate should present evidence of:
1. Potential for promotion to maximum rank;
  2. Potential contribution to KRS, COE and university
  3. Potential for leadership in KRS, COE and university
  4. Potential for professional leadership.
- F. The candidate should present evidence of:
1. Supports the KRS, COE and university's overall purpose and mission.
  2. Effective relationships with students, faculty, staff, and professional colleagues.



**Expanded Guidelines for preparing your Contract Renewal &  
Tenure and Promotion Application**

**I. STATEMENT OF ENDEAVORS**

**A. Instructional Activities**

1. Major teaching emphasis and philosophy
2. Major accomplishments in instruction
3. List of teaching endeavors during the evaluation years under review (CAFE Class Evaluations' Summary by class)
4. Summary of student/peer evaluations for each course taught (description of CAFE)
5. Peer evaluations
6. Courses development and modification
7. Number of students officially advised during the year(s) in review
8. Workshops and courses developed and taught
9. National Conferences
10. Regional Conferences
11. State Conferences
12. Professional Training Seminars
13. Graduate faculty status
14. Summary of Instructional Activities

**B. Research/Scholarly Activities**

1. Summary since last promotion: scholarly writings (professional refereed articles, textbooks, training films, technical and instructional manuals, and external grants)
2. Research Activities (Research Agenda Statement)
3. Research Activities [in process]
4. Support from book publisher, editor, etc.
5. Bibliography
  - a. Professional writing and refereed publications
  - b. Textbooks and/or chapters of textbooks
  - c. Training films, technical and instructional manuals
  - d. Scholarly Endeavors (In-Preparation)
6. Federal Grants Awarded
7. Private/Local Grants Awarded (External)
8. University of Hawaii Grants Awarded
9. Grants Submitted (In-review)
10. External Grants (Not funded)

11. University of Hawaii Grants Submitted (Not funded)
12. Professional Presentations at Conferences
  - a. International Conference Presentations
  - b. National/District Conference Presentations
  - c. State/Local Presentations and Workshops
13. Summary of Research and Scholarly Activity

**C. Service**

1. University of Hawaii
  - a. University-wide Committee/Membership
  - b. College of Education Committee Membership/Leadership
2. Membership/Leadership
  - a. Departmental Committee Membership/Leadership
3. National, regional and state professional organizations
  - a. National Service
  - b. National Profession Journals and Conferences
  - c. National Program Reviewer
  - d. National Grant Reviewer
  - e. Additional National Service
4. Regional, State, and Local Service
5. Summary of Service

**II. STATEMENT OF PRESENT AND FUTURE VALUE**

**III. SUPPORTING MATERIALS**

**COLLEGE OF EDUCATION**  
**Kinesiology and Rehabilitation Science Department**  
**Departmental Personnel Committee**  
**Procedures for Faculty Contract Renewal**

**Contract Renewal Procedures**

- I. Department Personnel Committee (DPC) selection
  - A. Committee shall be comprised of five full-time tenured faculty members representing I-4 and I-5 ranks.
  - B. All members shall be selected from Bargaining Unit 7.
  - C. If there are not enough members available from the department, an outside voting member (within the COE ranks, Instructional Faculty) will also be included on the KRS Department Personnel Committee. This person faculty membership and can hold either an I-4 or I-5 rank.
  
- II. Selection of members
  - A. Election shall be by secret ballot by all KRS faculty.
  - B. Members shall be elected annually before September 15.
  - C. DPC Chair shall be elected by the committee from among its members.
  - D. KRS faculty shall not be excluded from DPC for contract renewal.
  - E. *If an outside member is required, a list of potential COE members shall be provided by the candidate to the DPC Chair and Department Chair. From this list, a pool of COE members will be generated and provided back to the candidate. The candidate will review the list and eliminate any COE member of his/her choosing. Once a COE member has been identified, his/her name will be submitted to the Dean for approval.*
  - F. The candidate will review the list of members of DPC and can request that the DPC Chair remove one person from the list. This request will be considered and acted upon by the KRS Chair.
  
- III. Delivery of documents to applicant
  - A. Essential documents to be transmitted:
  - B. UH-Manoa Criteria and Guidelines for Faculty Contract Renewal Application

- C. KRS Department Contract Renewal Guidelines
- D. KRS Department Contract Renewal Procedures
- E. UHPA Agreement
- F. Self-Evaluation for Retention Form
- G. Disposition of essential documents and acknowledgment form
- H. All essential documents shall be provided by the KRS Chair.
- I. Applicant shall acknowledge receipt of all essential documents by signature on the Acknowledge Form.
- J. Copy of the Acknowledge Form is placed in the applicant's personnel file in the KRS Department.
- K. Copy of the Acknowledge Form is placed in the DPC Chair's file.

IV. Procedures related to the applicant for Contract Renewal

A. Preparation of the Contract Renewal application

- 1. Applicant is required to follow the UHM Criteria and Guidelines for Faculty Tenure/Promotion and the KRS Contract Renewal guidelines when completing the Contract Renewal application.

B. Deadlines for submission of Contract Renewal application

- 1. COE Dean will provide the following documents to the KRS Chair which will include the essential timetables and deadlines: "Tenure and Promotion Procedures and Timetable" and "Deadlines for Personnel Actions and Contract Renewal."
- 2. Within the timetables mentioned in IV.B.1, the DPC Chair and the KRS Chair shall develop an "Intradepartmental Timetable."
- 3. A copy of the Intradepartmental Timetable shall be given to the applicant and each DPC member within one week from the time the documents are received from the College Dean.

C. Disposition of the completed Contract Renewal application

- 1. Applicant shall personally deliver his/her annual Contract Renewal application to the KRS Department Chair.
- 2. KRS Department Chair shall transmit the completed application to the DPC Chair.
- 3. When the application is accepted by the DPC Chair, it will be placed in a secured location for review by the DPC members and the KRS Department Chair only.

V. Initial DPC Review

- A. All DPC members shall be in attendance for the first review of the materials.
- B. All DPC members shall bring their written review of candidate's application to the DPC meeting.
- C. All discussion and deliberation will be held in confidence by committee members.
- D. The committee may request revisions of the application for purpose of clarity, accuracy, and/or format. The DPC Chair will give any requests to the applicant in writing along with a deadline for return of the application.
- E. Following the meeting, the DPC Chair shall summarize the DPC's first review. Upon agreement of the DPC, the Chair shall then transmit the written recommendations to the applicant. At that time, the Chair shall notify the applicant of the DPC deadline for final review.

VI. Subsequent DPC meeting/s and final review

- A. All DPC members shall be in attendance.
- B. Except for committee procedures, all discussion shall be limited to the application, collegiality of the candidate, and the committee's review of the resubmitted final application.
- C. Committee shall vote by secret ballot.
- D. Annual Contract Renewal evaluation report is prepared and approved by the DPC.

VII. Format for the DPC's written evaluation report

- A. Applicant's evaluation report is independently written by the DPC.
- B. Report shall include the following:
  - 1. Composition of the DPC.
  - 2. A statement that the DPC followed aforementioned departmental procedures and criteria.
  - 3. Specific statements addressing the applicant's strengths and weaknesses shall be summarized from the content of the application in each of the following four areas:
    - a. Instructional activities
    - b. Research and scholarly activities
    - c. Service activities
    - d. Professional qualities

4. Recording of the DPC vote.
5. The DPC Chair submits the Committee's report to the Department Chair. The Department Chair writes an independent review.
6. The Department Chair is required to show the recommendation and assessment reports to the applicant prior to transmittal to the Dean

VIII. The KRS Department Chair shall transmit the DPC report and Department Chair's report to the COE Dean.

**COLLEGE OF EDUCATION**  
**Kinesiology and Rehabilitation Science Department**

**Faculty Endeavors Ranking**

The following endeavor rankings serve as a guideline to help junior faculty select endeavors that will help them be successful in attaining tenure and promotion.

- 3 = Greater importance with highest-impact on profession
- 2 = Moderate impact
- 1 = Lesser impact

**I. RESEARCH/SCHOLARSHIP: Publications**

- A. Publication in an international journal accepted after blind review (3)
- B. Publication in a national journal accepted after blind review (3)
- C. Publication of a textbook and computer software by a national publisher (2) Publication of a textbook chapter by a national publisher in the field of study (2)
- D. Publication of a textbook chapter by a national publisher in the field of study (2)
- E. Program development design, Instructional Manual production, Outcome Assessment production (2)
- F. Accreditation Self-Study (2)
- G. External grants' funding (2)
- H. Publication of a training film, technical, and instructional manuals (2)
- I. Clinical educational development (2)
- J. Publication in a regional or state professional journal newsletter reviewed by an editor or staff (2)
- K. Invited publication presented in a professional publication (2)
- L. Invited publication presented in a popular "newsstand" edition (2)
- M. Publication in a popular publication reviewed by an editor or staff (2)
- N. Publication in a professional publication reviewed by an editor or staff (1)
- O. Publication in an activity specific national newsletter/journal without peer review (1)

**II. INSTRUCTIONAL**

- A. Average teaching evaluations should be 3.5 or above on a 5-point scale (3)
- B. Undergraduate and graduate advisement; serve on graduate Committees (3)

**III. SERVICE**

- A. Presentation at International, national, state, or regional conference
  - 1. General session presentation (3)
  - 2. Break-out presentation (3)
  - 3. Peer review of a poster presentation (2)
  - 4. Peer review of an abstract (2)
  - 5. Panel presentation (2)
  - 6. Workshops (2)
- B. Consultant for professional organization in the area of academic endeavor
  - 1. International (3)
  - 2. National (3)
  - 3. Regional (3)
  - 4. State (3)
  - 5. Local (2)
- C. Elected to office for professional organization in area of academic endeavor
  - 1. International (3)
  - 2. National (3)
  - 3. Regional (3)
  - 4. State (3)
  - 5. Local (2)
- D. Appointed to the office for professional organization in area of academic endeavor
  - 1. International (3)
  - 2. National (3)
  - 3. Regional (3)
  - 4. State (2)
  - 5. Local (2)



- E. University (3), College of Education (2) and KRS Department (1)
- F. Peer Reviewers (journal articles, grants, conference abstracts, accreditation materials, peer review board)
  - 1. International competition (3)
  - 2. National competition (3)
  - 3. Regional competition (3)
  - 4. State competition (2)
  - 5. Local competition (2)