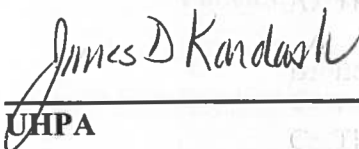


APPROVED:

 7/22/2016

UHPA Date

APPROVED:

 8/15/2016

Mānoa Chancellor's Office Date

**International Student Services, Mānoa International Exchange, National Student Exchange
Office of International and Exchange Programs
University of Hawai'i at Mānoa**

Policies, Procedures and Criteria Governing Contract Renewal, Tenure and Promotion

I. Composition of Departmental Personnel Committee (Faculty Personnel Committee, see I. B. 1. below)

- A. A Departmental Personnel Committee (DPC) shall consist of five tenured faculty who shall serve for a period of up to one year.
- B. All members of the DPC and the Department Chair (DC) must belong to Bargaining Unit 7. The DC is not a member of the DPC. The DC must engage in a separate independent assessment of the candidate.
 1. Within the Office of International and Exchange Programs (OIEP), there are not enough tenured faculty within International Student Services (ISS), Mānoa International Exchange (MIX) or National Student Exchange (NSE) to form individual DPCs, and until such time as there may be, the Assistant Vice Chancellor for International and Exchange Programs (AVCIEP) may constitute a **FPC – faculty personnel committee** – in consultation with each DC. (University of Hawai'i Professional Assembly/Board of Regents (UHPA/BOR) 2015-2017 Agreement, XII, G.2.m, p.25) Eligible faculty within OIEP, of equal or higher rank to that requested, shall be utilized, with the remaining members chosen by the AVCIEP from University of Hawai'i at Mānoa (UHM) tenured full-time faculty from programs related to the candidate's responsibilities.
 2. The candidate shall be given an opportunity to request exclusion of a FPC member(s) if the candidate believes that a conflict exists with the member(s) that would prevent a fair evaluation of the contract renewal, tenure or promotion application. The request must be received by the AVCIEP within a week of the announcement of the potential FPC members.

II. Departmental Personnel Committee Procedures

- A. The members of the FPC shall elect a Chair from among the FPC members.
- B. Each member shall receive a copy of this document.
- C. The DC, FPC Chair, and all members of the FPC shall adhere to UHM policies and contractual agreements regarding the confidentiality of all materials pertaining to the candidate under review. No anonymous material shall be made a part of any dossier. (UHPA/BOR 2015-2017 Agreement, Article XII, G. 2.j, 25)

- D. The FPC shall review dossiers in a timely manner according to UHM's timeline.
- E. The FPC's recommendation to the DC shall be based on a majority vote.
- F. The FPC's vote shall be by secret ballot.

III. Timeline

A. General

- 1. In May, during the academic year prior to the application deadline for contract renewal, promotion or tenure, the DC shall send an e-mail to inform each potential candidate of upcoming deadlines.
- 2. In May, the FPC shall be selected for the following year.

B. Tenure and/or Promotion

- 1. When declaring an intention for review for tenure and/or promotion, the candidate shall provide the DC a list of names and addresses of appropriate professionals to serve as external reviewers of the candidate's work. (see VI. B.) The FPC needs to compile a separate list of external reviewers. External reviewers need to be from outside UHM and be able to make an objective assessment of the candidate's work, with the goal to obtain 4-6 external reviews in equal number from each list.
- 2. In the summer, the DC shall contact external reviewers to determine whether they will agree to review and evaluate the candidate's summary dossier, which shall include a summary of the candidate's statement of endeavors, relating it to the candidate's responsibilities in the areas of Professional, Scholarly and Service activities, a curriculum vitae, and other supporting documents (see VI. C.).
- 3. In September, the candidate shall provide to the DC the summary dossier to be sent out for external review.
- 4. In September, the DC shall forward a copy of the summary dossier to external reviewers with a request for response within 30 days.
- 5. By the deadline for submission of external reviews, the FPC's review process begins.

C. Post-Tenure Five-Year Review

- 1. The timeline shall be followed according to the UHM timeline for the five year periodic review of tenured faculty.
- 2. Each year by September 1 the DC shall provide the tenured faculty members a notification for his/her five year periodic review.
- 3. By December 1, the faculty member must submit a statement of his/her Professional, Scholarly and Service endeavors together with his/her curriculum vitae to the DC.
- 4. By the first week of February, the DC must complete a review of the faculty member, and submit it to the AVCIEP.

IV. Procedures & Criteria for Contract Renewal

A. General Requirements/Purpose of Contract Renewal

1. The evaluation of the candidate's performance shall be based on the UHM criteria and guidelines for tenure and promotion.
 2. UHM requirements relating to length of faculty rank probationary periods, procedures and schedules for contract renewal or termination of appointment for non-tenured faculty are contained in the current UHPA/BOR Agreement.
 3. The procedures described in this document are intended to:
 - a) Aid in meeting the UHM's requirement for assessment of the candidate before a contract is renewed;
 - b) Aid the candidate in understanding procedures for obtaining tenure and promotion;
 - c) Provide the candidate an opportunity to prepare a dossier that gives an overview of accomplishments and work in progress to assist the FPC in assessing strengths and weaknesses; and
 - d) Provide the candidate, the DC, and the candidate's colleagues an opportunity to discuss the candidate's day-to-day performance and professional future, and to stipulate areas where improvements, if needed, should be made.
 4. The DC shall notify the candidate by e-mail that the candidate is scheduled for contract renewal. In the e-mail, the DC shall provide the Office of the Vice Chancellor for Academic Affairs (OVCAA) web links of resources for tenure and promotion information, which are also used for contract renewal requests. The candidate shall be informed that materials for contract renewal should be submitted to the DC by the October 1 deadline set by the OVCAA.
- B. Faculty within OIEP are designated as Specialists. In general, a specialist faculty's contract may be renewed if (1) performance of assigned duties has been rated satisfactory; (2) there is a continuing need for the candidate's services, particular knowledge, and/or skills; and (3) the candidate has shown evidence of continued professional improvement and demonstrates professional and personal qualities needed for work in the unit commensurate with the level of appointment.**

V. Procedures & Criteria for Tenure and Promotion

- A. General Requirements/Purpose of Tenure/Promotion. The FPC must evaluate the candidate's statement of endeavors according to how it meets all the requirements as stated in the UHM Criteria and Guidelines.
- B. For tenure: The general reasons for granting tenure are that the University has concluded that the candidate (1) is and shall continue to be a productive and valuable member of the unit; (2) has shown a pattern of continuing professional growth; and (3) shall contribute toward meeting a long-term need of the institution because of the individual's professional specialty and services.
- C. For promotion: In order to be considered for promotion, the candidate must meet the minimum qualifications established by the BOR for the rank to which promotion is sought and demonstrate an important transition in the candidate's professional growth, development and status. Manoa Criteria states that the "mere satisfaction of minimum qualifications does not guarantee promotion, nor is promotion granted to recognize "satisfactory" service on the part of the faculty member."

VI. External Reviewers for Tenure/Promotion

- A. As part of the tenure/promotion process, external reviews of a candidate's work shall be included in the candidate's dossier.
- B. The DC and FPC shall each secure external reviews from appropriate professionals who are in fields related to the candidate's position, are not at UHM, and are in a position to judge the candidate's endeavors in an objective manner.
 - 1. The candidate shall provide the DC with the names, email and mailing addresses of at least 4 professionals. The FPC shall also create a comparable list.
 - 2. The DC and FPC shall then secure a comparable number of reviews from each list. (UHM Criteria and Guidelines for Tenure and Promotion, p. 19)
- C. The same basic cover letter will be sent to each reviewer. The DC will keep a copy of each letter. The candidate's curriculum vita shall be included with the letter, as well as a summary dossier, Appendix B Supplemental Guidelines (from UHM Criteria and Guidelines for Tenure and Promotion), summary of previous contract renewals, UHM criteria for specialist faculty, job description, and other supporting materials, selected by the candidate in consultation with the DC. The purpose of the request is to obtain an opinion about the contributions that the

candidate has made and not to determine whether or not the candidate would receive tenure/promotion at another institution.

VII. Procedures, Criteria, and Guidelines for Post-Tenure Five-Year Review

- A. General Requirements/Purpose of Post-Tenure Five-Year Review. The evaluation of the candidate's performance shall be based on the UHM criteria and guidelines for post-tenure five-year review.
- B. The candidate shall be assessed in terms of his/her Professional, Scholarly and Service endeavors and in accordance to the expectation of his/her rank. If there are no deficiencies identified then the review is completed.
- C. The procedures for addressing deficiencies are identified in the UHPA/BOR 2015-2017 Agreement.
- D. The evaluation of the candidate will be conducted by the candidate's DC, as long as the DC is a member of Bargaining Unit 07. However, if the DC is the candidate for the periodic review, the review of the DC's endeavors will occur in one of the following ways: 1) by a senior bargaining unit faculty member holding at least an equal or higher rank within the unit; or 2) by a senior bargaining unit faculty member holding at least an equal rank or higher rank within OIEP/OVCAA; or 3) by a senior bargaining unit faculty member holding at least an equal or higher rank in a related school or college. UHM and UHPA shall jointly designate the faculty member to conduct the review. (2015-2016 Procedures for Evaluation of Faculty at UHM, 1.b.ii)

VIII. Amendments of Procedures

- A. As indicated in the UHPA/BOR 2015-2017 Agreement, amendments to FPC procedures governing Contract Renewal, Tenure, and Promotion may be recommended from time to time at the discretion of the unit.
- B. The proposed amendment shall be sent through the AVCIEP to the appropriate Vice Chancellor and UHPA for review and approval, which shall not be unreasonably withheld. Approved amended procedures shall be filed with the AVCIEP. If there are any changes, the candidate shall have the option for a period of two years to select whether the current or newly revised set of procedures are to be used by the FPC.