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UHPA Date

[Signature] 6/2/15

Manoa Chancellor's Office Date

CENTER FOR PACIFIC ISLANDS STUDIES

**PROCEDURES GOVERNING TENURE, PROMOTION,
AND CONTRACT RENEWAL**

"The Center for Pacific Islands Studies serves the Pacific region and its people. The Center is committed to the dynamic, creative and critically constructive exchange of knowledge in Oceania. It functions as both an academic department and a larger home for initiatives that bring together people and resources to promote an understanding of the Pacific Islands and the issues of concern to Pacific Islanders. These initiatives include dialogue, exchange, research, the dissemination of information, and public forums that promote community engagement. The Center seeks to develop cooperative relationships with institutions in the region and around the world that share its concerns".
Preamble, Center Bylaws, 2004

Preamble

The review of candidates for tenure, promotion or contract renewal is guided by the Criteria for Guidelines for Faculty Tenure/Promotion *Applications* as specified in the current contract agreement between the University of Hawai'i Professional Assembly and the University of Hawai'i Board of Regents.

The procedures for tenure, promotion and contract renewal in the current University of Hawai'i Professional Assembly (UHPA) Contract are incorporated as the procedures for tenure, promotion and contract renewal of the Center for Pacific Islands Studies (CPIS). The following are CPIS procedures for their implementation.

1. Procedures Governing the Center's Personnel Committee (CPC)

The CPIS Director (Director) shall not participate in the deliberations of the CPC nor influence the CPC's written assessment. The Director shall make a separate and independent assessment and recommendation.

The Director shall inform the applicant of all procedures and criteria for contract renewal, promotion and tenure. The applicant will submit to the Director, in writing, three to five names and addresses of respected scholars in related fields who are not at the University of Hawai'i and are at or above the rank being sought by the applicant. The Director in consultation with department faculty shall construct a separate list of at least five respected scholars in related fields not at the University of Hawai'i who are at or above the rank being sought by the applicant. The Director shall secure evaluations of the applicant from 2-3 external evaluators from each list. External reviewers shall not have been members of the applicant's dissertation committee, co-authored a publication, or otherwise have a conflict of interest in the evaluation process.

I.1 Tenure and Promotion

I.1.1 The CPC shall consist of at least three (3) tenured faculty drawn from the Center's core and affiliate faculty members, selected by the CPIS core faculty, and appointed for a two (2) year term. For tenure and promotion cases the CPC shall consist of five (5) tenured faculty members selected by CPIS core faculty from the Center's core and affiliate faculty. For promotion only, faculty members of a rank equal or higher to the rank for which the applicant is applying may be a member of the CPC.

I.1.2 The CPC chair shall be selected by the members of the CPC.

I.1.3 The Director shall arrange for CPC members to review a candidate's dossier while maintaining dossier security.

I.1.4 The CPC chair shall be responsible for securing expeditiously additional information as needed or upon request by a CPC member. In accordance with the current UHPA contract, anonymous or unsolicited material shall not be made a part of any dossier.

I.1.5 Upon full and complete review of the candidate's dossier, and deliberation by the CPC, the final vote of the CPC shall be by secret ballot during a meeting of the full CPC.

I.1.6 The CPC chair shall provide the CPC members and the applicant a report reflecting the committee's discussion and recommendation regarding tenure and promotion for the candidate.

I.1.7 The applicant may provide a written response to the CPC report to the Director.

I.2 Contract Renewal

I.2.1 The CPC for contract review and renewal shall consist of at least three (3) tenured faculty drawn from the Center's core and affiliate faculty members and selected by the Center's core faculty for a two (2) year term.

I.2.2 The CPC chair shall be selected by the members of the CPC.

I.2.3 Before forwarding the report to the Director, the CPC shall meet with the probationary faculty member to discuss the dossier provided by the faculty member; his/her strengths and weaknesses; and recommendations for improvement.

I.2.4 The CPC will discuss the strengths and weaknesses of the faculty member; make recommendations for improvement; and vote by secret ballot for renewal or non-renewal of the probationary faculty member's contract.

I.2.5 The CPC chair shall provide the CPC members and the applicant a report on the strengths and weaknesses of the faculty member; recommendations for improvement; and the recommendation of the CPC regarding renewal or non-renewal.

II. CRITERIA FOR TENURE AND PROMOTION

II.1 Preamble: Minimum qualifications for tenure, promotion and contract renewal as defined by the University of Hawai'i, Mānoa UHM apply in all cases. The Center's criteria are additional to the minimum qualifications of the University of Hawai'i at Mānoa.

All criteria are viewed in light of the Center's mission, as stated above in the preamble to this document. Candidates are evaluated in terms of their effectiveness in helping CPIS fulfill this mission. Pacific Islands Studies is an inter-disciplinary field.

II.2 Teaching. There is a general expectation that the applicant shall have provided relevant, meaningful, challenging and effective classroom teaching; engaged students in service learning; and provided individual consultation and advising with undergraduate and graduate students. Faculty service on CPIS and external graduate committees is also recognized as a contribution to teaching. The Center recognizes that there are differing pedagogical approaches. To assist the DPC in evaluating the applicant's accomplishments, in addition to the materials outlined in the UHM Criteria and Guidelines for Faculty Tenure and Promotion, the following materials shall be provided:

II.2.1. Summaries of the eCAFE surveys in all classes taught since the day of hire or since the last promotion, including qualitative open-ended responses, to show progress in effective teaching.

II.2.2. Copies of course syllabi and related curriculum materials.

II.3 Research and Publication. Candidates for promotion and tenure must have demonstrated their commitment to engage in rigorous research that produces knowledge about Pacific Islands peoples. CPIS encourages innovative and engaged scholarship that brings together theory and practice in the service of the community.

The UHM Criteria and Guidelines for Faculty Tenure/Promotion provide a list of relevant forms of publication. The quality of publications in terms of originality, sophistication of analysis and importance is the main consideration in assessing significance and the DPC will be guided by peer reviews and/or external reviews in that assessment. Evidence of substantial productivity as a scholar would include publications, which may include books, monographs, journal articles and reviews of books or other media. It also includes conference presentations at the annual CPIS conference and conferences of a particular professional association or other national or international conferences. It is also inclusive of performance of creative works such as films, drama, dance and poetry; unpublished writings in general circulation and journalistic articles and broadcasts. Co-authorship is recognized as the Center considers it to be evidence of collaborative scholarship, which is encouraged in our inter-disciplinary and Pacific Islander field of endeavor. In addition, other forms of publication or material reflective of engaged scholarship such as but not limited to policy and consultant technical reports, curricula for community-led initiatives, expert testimonies, cultural impact reports, and grant-writing for community groups will be considered as evidence of substantial productivity as a scholar. The candidate may

provide information about the importance of such material for community partners or community groups and about the significance of the venue, if the material is published.

II.4 Service. Community service and leadership play uniquely important roles in CPIS and include contributions at the Department, University, local, state, national and international levels. CPIS is an articulation point on this campus between the academy and Pacific Islander communities. Service can be provided through the Center's outreach program or through use of the individual faculty member's expertise with a Pacific Islander community; departmental committees; Mānoa Faculty Senate; University committees and advisory and editorial boards.

III. Procedures for Evaluation of Faculty at UH Mānoa (Periodic Review)

III.1 A summary of endeavors in teaching, research and service shall be provided by BU 07 tenured faculty to the Director every five years, who shall review what is submitted and provide a report to the Dean of the School of Pacific and Asian Studies.

III.2 In the case of the Director, the CPC chair shall review the statement of endeavors and provide the report to the Dean.

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