

Mrs. D. Kondosh

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Preamble

As indicated in the Department or Division Procedures Governing Tenure, Promotion, and Contract Renewal in the 2009-2015 University of Hawai'i Professional Assembly (UHPA) contract, Article X, Section A, each Department or Division, or comparable unit within the University, shall put in writing, and approve through a majority vote of the bargaining unit Faculty Members, procedures or policies that will include, but not be limited to, tenure, promotion, and contract renewal evaluations and recommendations, and recommendation of the Department or Division Chair (DC).

According to Article X, Section B in the 2009-2015 UHPA contract, departments consisting of non-tenure track bargaining unit members may participate in the establishment of Department Personnel Committee (DPC) policies and procedures and may also take part in the discussions of the DPC if the Department or Division has voted to include these Faculty Members in such deliberations.

Department Personnel Committee Membership/Selection

In that traditionally the majority of the University of Hawai'i Sea Grant College Program (UH Sea Grant) faculty are non-tenure track bargaining unit members, UH Sea Grant has voted to allow non-tenure track bargaining unit members to participate in the establishment of DPC policies and procedures and take part in the discussions of the DPC. In all cases, the DPC shall consist of UH Sea Grant faculty with an appointment of a 0.25 full time equivalent (FTE) or greater in the School of Ocean and Earth Science and Technology at equal or higher rank than that sought by the candidate. **The Chair of the DPC shall be determined by a majority vote of the DPC. In the case of a tie, the Sea Grant Director will provide the deciding vote.**

For consideration of tenure, promotion and contract renewal of tenure track faculty, participation on the DPC will follow the guidelines above, however, voting will only take place among tenured bargaining unit 7 faculty. The above notwithstanding, the establishment of, and the granting of tenure, promotion and contract renewal shall be determined solely by a committee of tenured faculty (Tenure Committee) formed by the Dean of the School of Ocean and Earth Science and Technology in

consultation with appropriate parties, including appropriate University administrators and the faculty union.

In the event that a minimum of three (3) DPC members from UH Sea Grant faculty are not eligible due to the level of promotion the applicant is seeking, the Director shall compose a DPC of no more than five (5) University of Hawai'i at Mānoa tenured faculty with an appointment of a 0.25 FTE or greater in the School of Ocean and Earth Science and Technology or from related disciplines.

Procedures for the Orderly Review of Tenure and/or Promotion Dossiers

1. The Director shall not participate by voice, vote, presence, or in any other form of communication in the deliberations of the DPC over individual promotion applications.
2. The Director shall not participate by voice, vote, presence, or in any other form of communication in the deliberations of the Tenure Committee over individual tenure applications.
3. Only those faculty holding a rank equivalent to or higher than the rank the candidate faculty member is applying for shall vote on the granting of promotion.
4. Final votes for all faculty tenure and/or promotion must be conducted by secret ballot.
5. External evaluations must be solicited for all faculty seeking tenure and/or promotion by the Director in consultation with the Chair of the DPC adhering to the procedures described in numbers 6-9 below.
6. Each candidate is asked to provide in writing three (3) to five (5) names and contact information of respected scholars in related fields who do not have appointments or reside professionally at the University of Hawai'i at Mānoa.
7. The Director, in consultation with the Chair of the DPC, should secure letters of professional reference and character from two (2) to three (3) scholars provided by the candidate (see

number 6 immediately above) and a comparable number of additional letters of professional reference and character from respected scholars proposed by the program who can evaluate the candidate's work. Conflict of interest (COI) will be avoided and referee's will be asked to sign COI statements

8. The following paragraph will be included in all letters to external evaluators:

Your review of Dr./Mr./Mrs./Ms. _____ is for the sole purpose of helping the faculty and administration of the University of Hawai'i at Mānoa to evaluate this faculty member for tenure and/or promotion. Your identity as a confidential referee will not be shared with this candidate and we will do our best to maintain the confidentiality of your evaluation. The faculty and administration of the University of Hawai'i greatly appreciate your willingness and efforts in evaluating and commenting on the work of this faculty member.

9. The procedure for handling all evaluations should include the following:

- i. Mark the letter "Confidential" immediately upon arrival/receipt. Do not show or provide the letter to the candidate at any time.
- ii. Make seven (7) copies of the letter and assemble eight (8) sets of confidential letters (original + 7 copies). One set of confidential letters should be included with each copy of the applicant's dossier as packaged in iii below.
- iii. Place the confidential letters in eight (8) manila or other opaque envelopes marked "CONFIDENTIAL" and with the candidate's name. Include inside each envelope a listing of the reviewers, their institutional and disciplinary affiliations and whether they originated from the candidate's or the department's list. Also include a copy of the letter sent to external reviewers in all envelopes.
- iv. On page 5.2, Department Assessment (Section E, Confidential Letters of Evaluation), indicate the number of confidential letters solicited by the department and the number of confidential letters received by the department. Do not list the authors of the confidential letters in this section.

- In *summer of the following year*, when final tenure and/or promotion decisions are announced, a brief letter should be sent to each of the external reviewers informing them of the disposition of the applicant's case and thanking them once again for their efforts on behalf of the department, the college, and the University of Hawai'i at Mānoa. In the case of a negative decision, departments must confirm with the University of Hawai'i at Mānoa Chancellor's Office that any appeal has been resolved prior to contacting the reviewers with the outcome of the candidate's application.

Amendments of Procedures

Amendments to the UH Sea Grant Procedures may be recommended from time to time at the discretion of the Program. The proposed amendment shall be sent through the Dean of the School of Ocean and Earth Science and Technology to the appropriate Vice Chancellor and UHPA for review and approval, which shall not be unreasonably withheld. Approved amended procedures shall be filed with UHPA and the Dean of the School of Ocean and Earth Science and Technology.