

APPROVED:

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 12/07/2016

UHPA Date

 11/11/17

Mānoa Chancellor's Office Date

**University of Hawaii at Mānoa Study Abroad Center (SAC) Department
Policies, Procedures and Criteria Governing Tenure, Promotion, and Contract Renewal**

I. Tenure, Promotion, and Contract Renewal Referral Documents

This document is the University of Hawai`i Mānoa Study Abroad Center's Department Policies, Procedures and Criteria governing Tenure, Promotion, and Contract Renewal. SAC faculty members are urged to familiarize themselves with all the materials referred in this document.

Policies and Procedures for Tenure, Promotion, and Contract Renewal for Mānoa Study Abroad Center are based upon the following:

1. Board of Regents Policy Relating to Classification of Faculty (Title and Guidelines Approved by Board of Regents January 14, 1965; July 24, 1987 9-27-28)
2. Executive Policy Classification of Faculty E5.221 (pages 2, 17-19) May 2011
3. The Agreement between the University of Hawai`i Professional Assembly and the Board of Regents of the University of Hawai`i (UHPA contract 2009-15, 15-17)
4. Departmental policies and procedures
5. The Criteria and Guidelines for Mānoa providing campus-wide instructions and guidelines for preparing the dossier.
6. Study Abroad Criteria for Contract Renewal, Promotion and Tenure

II. Introduction of Study Abroad Center Specialist Faculty Classification

The instructional and research functions of the University in some areas require the support of certain persons with full professional training or experience, but who do not themselves teach or conduct research. Frequently persons in these positions must be familiar with the process of teaching and research in order to render required support effectively (BOR Classification and Executive Policy E5.221).

All Study Abroad Center faculty personnel actions such as contract renewal; tenure and promotion; and the periodic review of tenured faculty shall be based on the specific Specialist classification/rank. The faculty will be evaluated for promotion at the rank requested for promotion. Criteria/Evaluation will also be determined based on the faculty's position responsibilities of professional and services activities. See the Study Abroad Criteria for Contract Renewal, Promotion and Tenure Appendix A.

III. Guiding Principles for the Probationary Faculty Contract Renewal Process

The candidate after having been hired through a rigorous and competitive selection process will be assisted by the contract renewal in her/his development as an advisor, mentor, and a productive member of the University pertaining to her/his rank. Study Abroad faculty members are classified as Specialists in their field of Study Abroad. Therefore all position responsibilities shall be evaluated based on the area of specialization – study abroad - and will be reflected on their professional and services activities. The criteria for evaluation shall be based on the expectations of the specific Specialist Faculty Rank. See Appendix A.

The Faculty Personnel Committee (FPC) will undertake a fair assessment of the candidate's strengths and weaknesses in the areas of professional activities and service. If weaknesses are identified then the FPC will provide helpful suggestions for improvement where necessary.

IV. Composition of the Faculty Personnel Committee (DPC)

The Study Abroad Center does not have sufficient numbers of faculty to form a FPC. Thus, the Program Director in consultation with the Dean will constitute a Faculty Personnel Committee (Article XII G2-m) comprised from the faculty of the Study Abroad Center and the Council on Study Abroad. The Council on Study Abroad is the Center's policy making body as well as its curriculum committee. Members of the Council are faculty in I, R, and S classifications.

As per Article X B&C, the FPC will be composed of five tenured faculty members. There must be at least one representative faculty of the same classification as the candidate being reviewed. Prior to the selection of the FPC, each candidate being reviewed may ask the Department Chair/Director (DC) to remove a maximum of two names from the pool of potential FPC members. This request will be kept confidential. After the excluded name(s), all eligible tenured faculty names shall be placed in a box by the Department Chair/Director. At a Council Meeting in May or early September five names will be drawn out by the Chair of the Council.

Should there be more than one candidate being reviewed then based on the name(s) being excluded by each candidate, the FPC selection will be conducted accordingly.

All members of the FPC and the Department Chair/Director must belong to Bargaining Unit 07. The Chair of the Department/Director, though informed of the FPC report, is not a member of the FPC. The Chair engages in a separate independent assessment of the candidate.

V. Faculty Personnel Committee Procedures

1. The FPC Chair shall be elected by the members of the FPC.
2. Each member shall receive a copy of this document and all other documents mentioned above.
3. The FPC is responsible for maintaining the confidentiality of the information submitted to them for contract renewal, tenure, and promotion.
4. There shall be secret ballot voting of the FPC concerning the final recommendation of the candidate.

5. The FPC shall review dossiers in a timely manner according to the University's timeline.
6. The FPC's recommendation to the DC/Director shall be based on a majority vote.
7. The DC/Director and other non BU 7 members shall not participate in FPC deliberations for all contract renewal, promotion, and tenure decisions.
8. In the case of tenure and promotion – the Faculty Director shall form a final list of external reviewers. The final list of external reviewers will comprise of equal number of external reviewers from the candidate's list and the Department's list. For example if there are three names provided by the candidate, then the Faculty Director will solicit three names for the department's list thus totaling six external reviewers.

VI. The Norm of Confidentiality

The Director of the Center, FPC Chair, all members of the FPC shall adhere to University 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. (Article XII G 2a)

VII. The Right of Candidates to Respond to the FPC's Draft Assessment

During the initial deliberation stage, candidates shall have an opportunity to respond to any or especially critical/damaging information that the FPC might receive. The candidate shall have a chance to review and respond to the FPC's draft report. The candidate may also submit further evidence for consideration by the FPC.

The DC is not included in the meeting because he/she must provide an independent assessment.

VIII. Reporting of the FPC's Assessment for Contract Renewal

The FPC's final report shall be submitted to the Department Chair/Director. The DC will provide both the DC's and the FPC's assessments to the Candidate. The candidate will sign a statement of acknowledgement (not a statement of agreement). The Department Chair will then transmit the assessments and the acknowledgement to the Dean/Assistant Vice Chancellor.

IX. Reporting of the FPC's Assessment for Tenure and Promotion

The FPC's final report shall be submitted to the Department Chair/Director. The DC will provide both the DC's and the FPC's assessment to the Candidate. The Department Chair will then transmit the assessments to the Dean/Assistant Vice Chancellor for his/her subsequent assessment.

X. Guiding Principles for Tenure and Promotion

Study Abroad faculty members are classified as Specialists in their field - Study Abroad. Therefore all position responsibilities shall be evaluated based on the area of specialization – study abroad professional and service activities. See Appendix A

The Faculty Personnel Committee (FPC) will undertake a fair assessment of the candidate's strengths and weaknesses in relation to the established University criteria based on classification and rank. The criteria for evaluation (as stated in item II page 1) for promotion will be at the rank requested for promotion. Evaluation will also be determined based on the faculty's Study Abroad Position responsibilities in the areas of professional activities and service.

XI. Timeline for Submission of Materials to the Department Chair for Tenure and Promotion

1. In late May or early June during the academic year prior to the promotion or tenure decision, the DC/Director will send an e-mail asking whether colleagues are seeking or wish to declare their intention for tenure and/or promotion.
2. When declaring an intention for review for tenure and/or promotion, candidates will also provide a list of three to six (3-6) names and addresses of external reviewers of their work.
3. In May the FPC will be selected for the following year.
4. In the summer the DC/Director will request whether the external reviewers will agree to review and evaluate the candidate's dossier.
5. In September candidates will provide a summary of their statement in terms of their responsibilities in their area of Professional and Service activities; and their curriculum vitae to be sent out for external review. Candidates have the right to include their full dossier for review if they so choose. It should be understood, however, that the DC cannot request for full dossier to be submitted until the first week of October in accordance with the official date determined by the University.
6. Materials will be sent to the external reviewers in August or early September with a notification that additional material may be submitted at a later date.
7. In October, the remainder of the dossier will be sent to the External Reviewers. After the External Reviewers have returned their evaluations then begins the DPC's review process following departmental procedures.

XII. Five Year Periodic Review of Tenured Faculty

Each year by September 1 the DC/Director will provide tenured faculty members a notification for his/her five-year periodic evaluation. The faculty member must submit his/her professional activity and service profiles together with his/her curriculum vitae to their DC/Director by December 1. The DC must complete his/her review of the faculty by the first week of February. The timeline shall be followed according to the University timeline for the five year periodic review of tenured faculty.

If the Department Chair/Director is the candidate for the periodic review then the Faculty Personnel Committee Chair shall conduct the DC's/Director's periodic review. The FPC Chair shall be equal to or higher in rank of the Department Chair/Director.

The faculty will be assessed in terms of his/her Professional and Service activities and in accordance to the expectation of his/her rank. If there are no deficiencies identified then the review is completed.

The procedures for addressing deficiencies are identified in the UHPA Contract and the BOR Agreement.

XII. Amendments

Amendments to these Procedures for Contract Renewal, Promotion and Tenure Review may be recommended from time to time at the discretion of the Study Abroad Center, in accordance with the article entitled, Department or Division Procedures Governing Tenure, Promotion, and Contract Renewal in the current UHPA/BOR Agreement.

The proposed amendment shall be sent through the Dean/Assistant Vice Chancellor (2/19/16) to the Chancellor for UHM and the University of Hawai'i Professional Assembly for review and approval.

Votes by all bargaining unit 07 members of the UHM Study Abroad Center

Number of Yes Votes **4** Number of No Votes **0**
Date: November 24, 2015

Votes by all bargaining unit 07 member of the UHM Study Abroad Center for Amendments

Number of Yes Votes **4** Number of No Votes **0**
Date: March 9, 2016; April 27, 2016; July 15, 2016

R. Anderson Sutton
Assistant VC for International and Exchange Programs

Date: _____