

School of Travel Industry Management  
Guidelines for Tenure and Promotion

Approved by the TIM Faculty Senate  
April 25, 2011

Supplemental Guidelines to UHM Criteria and Guidelines for Tenure & Promotion

The following guidelines are to be followed in conjunction with the University of Hawaii Manoa Criteria and Guidelines for Faculty Tenure/promotion Application.

Tenure and Promotion Criteria Assistant to Associate Professor

- Teaching- evidence of a mature level of performance and the versatility to contribute to all levels of the School's instructional programs.
- Research- should be an established scholar whose scholarly contributions and recognition during the probationary period reflect this stature.
- Service- should have participated in the academic affairs of the university and have shown willingness to use professional competence in the service of the profession and the general community.
- Tenure- has been a productive member of the School, pattern of continuing professional growth is positive, and the school has a long-term need for the faculty member's specialty and services.

Guidelines for Criteria

In assessing evidence for tenure and promotion, reviewers will assign the greatest weight to accomplishments and performance during a candidate's initial hire/appointment to the tenure track position for which tenure and promotion is being granted.

Teaching-

- ability to teach effectively at all levels of the School's instructional programs.

- undergraduate core, upper-division emphasis courses and graduate courses at the 400 or 600 level.
- faculty advisor for thesis (undergraduate or graduate) or professional papers (graduate).

#### Research-

- single-authorship is expected as evidence of ability to conduct independent research and being an established scholar in his/her field.
- for Assistant Professor normal probationary period of four years a minimum of:
  1. one single-authored article published in a top-tiered refereed journal within the candidate's field;
  2. a second single-authored article or equivalent coauthored articles published in a top-tiered refereed journal within the candidate's field or a closely related field to travel industry management;
  3. the articles must be significant contributions to the field; and
  4. additional evidence of research ability such as:
    - a) additional articles published in reputable refereed journals
    - b) refereed conference papers
    - c) grants awarded or participated in as a researcher
    - d) chapters in books

#### Service-

- for the first two years, expect service to the School such as serving on committees, advisor to student clubs and/or activities, or special service assignments.
- for the third year onward expect additional service activities such as service to the campus, university, academic profession, industry, and local national, and international communities.
- fourth year onward expect leadership roles such as committee chair, association officer, or organizer of related activities of benefit to the School, university, industry and/or community. Contribution of his/her expertise in professional, industry, government or public forums, educational seminars, or workshops for the benefit of the respective sectors. The latter contributions may be remunerated or unremunerated.

#### Tenure-

- pattern of development and growth for a candidate is positive and is expected to continue in the future.

- the candidate has developed professional relationships with faculty, staff and students that promote the School's progress and growth.
- the School has a long-term need for the candidate's specialty and services.

#### Promotion Criteria Associate to Full Professor

Teaching- in addition to the criteria applied to Assistant to Associate Professor

- assume leadership roles in curriculum development and program assessment.
- ability to teach courses beyond one's main specialty into related areas.
- ability to teach in executive level programs/seminars.
- ability to contribute to the growth of graduate education at the master's and doctorate levels.

Research- in addition to the criteria applied to Assistant to Associate Professor

- expect a level of publications including refereed journal articles, books, and/or grants to establish the candidate as being a leading scholar in his/her field.
- stature as a leading scholar demonstrated through his/her reputation among peers in the academic and professional communities at the national and international levels.

Service- in addition to the criteria applied to Assistant to Associate Professor

- assuming leadership roles in providing service to the State, national and international communities of scholars, industry, and government.
- contributing expertise for the sustainable development of the travel industry at the State, national and international levels.