

APPROVED:

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**UNIVERSITY OF HAWAII AT MĀNOA
SCHOOL OF TRAVEL INDUSTRY MANAGEMENT
PROCEDURES GOVERNING TENURE,
PROMOTION, AND CONTRACT RENEWAL**

- I. Functions of the School of Travel Industry Management (hereinafter TIM) Departmental Personnel Committee (hereinafter DPC) which are applicable to instructional faculty, lecturers and limited-term appointments.
 - A. Applicants for Tenure and/or Promotion
 1. To review the applications of all TIM faculty who apply for tenure and/or promotion.
 2. To make an assessment of the applicant's strengths and weaknesses and append a recommendation if the committee so desires.
 - B. Contract Renewal Review of Tenure-Track (Probationary) TIM Faculty
 1. To review the dossier of tenure-track faculty for evaluation.
 2. To make an assessment of the applicant's strengths and weaknesses and to make a recommendation for renewal or non-renewal.
 - C. Contract Renewal Review of Lecturers and Limited-term Appointments
 1. To review the dossier of lecturers and limited-term appointments for evaluation.
 2. To make an assessment of the applicant's strengths and weaknesses and to make a recommendation for or against re-appointment.
 - D. Five-year Review of TIM Faculty
 1. Five-year review of TIM faculty will follow Procedures for Evaluation of Faculty at UH Mānoa in accordance with BOR bylaws and policies section 9-15.
- II. Composition of the DPC
 - A. All DPC members, whether from within or outside TIM, must be tenured Bargaining Unit 07 members of the Mānoa campus. In the case of applications for promotion, all DPC members must also hold a rank equal to or higher than that being applied for. A faculty member who has applied for either promotion or tenure in a specific academic year is not eligible to serve on the DPC in the year in which such application will be considered. Non-tenured faculty members shall not serve on the DPC.
 - B. The DPC shall consist of a minimum of five (5) tenured TIM faculty members. In the event that at least five tenured TIM faculty members are not available to serve on the DPC, the Dean of TIM in consultation with tenured TIM faculty shall appoint faculty members from disciplines related to travel industry management to ensure that the DPC has at least five members.

- C. The candidate may exclude participation by one eligible member of the TIM School where the candidate believes that a conflict exists that would prevent the Faculty Member's fair evaluation. The candidate will inform the Dean in writing of such exclusion no later than September 1 of the year of application.
- D. The Dean of TIM will coordinate the initial meeting of the DPC for the purposes of:
 - 1. Briefly describing the process and procedures to be followed by the DPC in evaluating dossiers, after which the Dean should not be present at the deliberations of the DPC.
 - 2. Selection of the Chair of the DPC, which shall be determined by the members of the DPC.

III. Submission of Materials by Applicants to the DPC

A. Applicants for Promotion and/or Tenure

- 1. An applicant for promotion and or tenure must submit all documentation as required in the appropriate *University of Hawaii Criteria and Guidelines for Faculty Tenure/Promotion Application* and the School of Travel Industry Management *Guidelines for Tenure and Promotion* and/or other pertinent documents. No anonymous material shall be made a part of any dossier.
- 2. In the case of multiple-authorship, a statement on the contributions of each author should be included. Typically the order of authorship reflects the respective individual contributions but exceptions are possible. The statement on contribution should include the percentage contribution and identification of specific activities completed for the article.
- 3. The dossier and all supporting documentation should be submitted to the Dean of TIM, who will then transmit the dossier and documentation to the DPC for review.
- 4. The deadline for submitting the dossier and supporting documentation by the applicant shall be as specified in the appropriate *University of Hawaii Criteria and Guidelines for Faculty Tenure/Promotion Application*.

B. Contract Renewal of Tenure-Track (probationary) Faculty Members

- 1. Faculty undergoing contract renewal must submit an application that addresses activities, achievements and contributions in teaching, research, and service, including but not limited to credentials and experience, courses taught, teaching evaluations.
- 2. All documentation as required in the appropriate sections of the application for tenure/ promotion (see Section III.A.1. above), along with any other relevant documentation.
- 3. All documentation should be submitted to the Dean of TIM, who will then transmit the documentation to the DPC for review.
- 4. The deadline for submitting such documentation by the faculty member under review shall be the first business day of November of each academic year.

C. Contract Renewal of Lecturers and Limited-term Appointments

- 1. Lecturers and limited-term appointments should submit their curriculum vita and documentation of their performance related to their respective duties such as teaching evaluations, publications, and/or service activities.**
- 2. The documentation should be submitted to the Dean of TIM, who will then transmit the documentation to the DPC for review.**
- 3. The deadline for submitting such documentation by lecturers and limited-term appointments under review shall be in accordance with the requirements for their contract renewal.**

IV. Submission of Additional Materials to the DPC (Promotion, Tenure, Contract Renewal)

- A. During the time from the submission of an applicant's dossier and supporting documentation to the DPC via the Dean of TIM and before the DPC's deadline for submission of its findings to the Dean of TIM, additional relevant materials as defined below may be submitted.**
 - 1. A letter of acceptance from a journal, along with a copy of the accepted article, which were received by the applicant after the initial deadline for submission.**
 - 2. Additional supporting documentation that was not available before the deadline for submittal of the dossier and supporting documentation.**
- B. The DPC, via the Chair of the committee, may request additional materials or information from an applicant or others relating to the dossier and supporting documentation s/he submitted.**
- C. Prior to the DPC review, additional unsolicited information shall not be included in a tenure dossier without providing the information to the applicant and then giving the applicant the opportunity to provide a written response. Once the DPC has begun its review, no unsolicited information will be included in the dossier. This provision does not apply to solicited external reviewers.**
- D. No anonymous material shall be made part of any dossier.**

V. Solicitation of External Reviews

- A. External reviews, which are confidential, are required only of applicants for tenure/promotion consistent with UHM criteria.**
 - 1. All external reviewers must hold at least the rank to which the applicant is applying, but preferably a higher one.**
 - 2. External reviewers should be nominated from peer institutions (to UHM).**
 - 3. Use of a thesis or dissertation advisor, co-author or collaborator as an external reviewer is strongly discouraged.**

4. There should be no contact between the applicant and potential external reviewers whose names were submitted by the applicant, except for unavoidable situations in which case the nature of such contact shall be disclosed in writing to the DPC.

B. Selection Process for External Reviewers

1. Each applicant may provide in writing a list of five names of respected scholars from which to solicit external evaluations.
2. The DPC Chair shall select at least three names from the applicant's list and add at least five additional names of potential external reviewers. Reviewers will be selected from reputable institutions, with preference given to Research I universities.
3. The DPC Chair shall write to all potential external reviewers selected in V.B.2. in a timely fashion in order to determine if each of these individuals is willing to provide an evaluation of the applicant. External reviewers will be identified according to the list from which they were selected.
4. Once the applicant's dossier has been submitted to TIM for formal review, the DPC Chair will write to each of the external reviewers who have agreed to provide an evaluation of the applicant; this evaluation request will have the following components:
 - a. A cover letter, which is approximately the same for each applicant, asking for an evaluation of the scholarly contributions of the applicant, and to not include an evaluation of whether the applicant would receive the tenure and/or promotion applied for at another institution; including the external reviewer's home institution or program.
 - b. A copy of the applicant's curriculum vitae as submitted by the applicant.
 - c. An appropriate number of the applicant's journal articles (or similar), to be determined in consultation between the DPC Chair and the applicant.
5. Every effort will be made to ensure confidentiality and objectivity in the external review process.

VI. Evaluations of Teaching

- A. Teaching evaluations shall be required of all applicants for promotion/tenure and of all probationary (tenure-track) faculty members, lecturers and limited-term appointments (if applicable) undergoing contract renewal review.
- B. Teaching evaluations shall consist of the following:
 1. Written student evaluations of teaching, e.g., standard eCafe evaluations of all courses.
 - a. In addition to the actual teaching evaluations submitted, the faculty member shall provide summaries of all courses taught.
 - b. For applicants for tenure/promotion, all evaluations since the last promotion or receipt of tenure (whichever is later) in TIM or since the date of initial hire by TIM (for those who have not received tenure/promotion in TIM).

- c. For probationary (tenure-track) faculty undergoing contract renewal review, all evaluations since the date of initial hire by TIM.
 - d. For lecturers and limited-term appointments (if applicable), all evaluations are for one year.
2. Written peer evaluations of teaching are strongly recommended, including a classroom visit and review of teaching materials by another faculty member, dean or Center for Teaching Excellence.

VII. Evaluation of Research

- A. The research achievements of all applicants for promotion/tenure and of all probationary (tenure track) faculty members undergoing contract renewal review will be reviewed based upon the activities listed in B.
- B. Scholarly publications shall consist of the following:
 - 1. Publication(s) published in a top-tiered refereed journal within the candidate's field;
 - 2. Single-authored article or equivalent coauthored articles published in a top-tiered refereed journal within the candidate's field or a field closely related to travel industry management;
 - 3. Additional evidence of research ability such as:
 - a) additional articles published in reputable refereed journals
 - b) refereed conference papers
 - c) grants awarded or contributed to with most weight being given to the P.I. chapters in books

VIII. Process for Orderly Review of Dossiers

- A. Upon receipt of dossiers from applicants for tenure/promotion and/or from probationary (tenure-track) faculty members undergoing contract renewal review, the Dean of TIM shall expeditiously transmit to the DPC a copy of the dossier for each member of the DPC.
- B. The DPC shall transmit to the Dean of TIM by the University-recommended deadline, all dossiers and other material examined by the DPC, along with the DPC's written recommendations regarding whether tenure/promotion should be granted to a faculty member who applied for either/both or whether contract renewal should be extended to a probationary faculty member.
- C. Copies of all backup materials to the dossiers, including the letters of external reviews for tenure/promotion applicants, shall be maintained by the Secretary to the Dean of TIM or some other designee of the Dean of TIM.

IX. Voting Procedures

- A. Only the members of the DPC may vote on matters involving recommendations for tenure, promotion, or contract renewal for probationary (tenure-track) faculty.
- B. Voting on these recommendations shall be by secret written ballot, which shall be tallied by the Chair of the DPC and verified by one other member of the DPC.

