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# University of Hawaii at Manoa

Women's Studies Department  
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## Procedures and Criteria for Contract Renewal, Promotion and Tenure (January 2013: Draft Version)

### Department Personnel Committee (DPC)

1. The DPC shall consist of five tenured faculty elected by the department. If the department has fewer than five eligible tenured faculty members, the Dean shall appoint a faculty personnel committee in consultation with the Department Chair, consistent with the UHPA contract. The department chair will consult with the women's studies faculty regarding suggestions to the Dean. There is no limit on the number of consecutive terms a DPC member may serve.
2. A new DPC Chair shall be elected by the DPC members annually.
3. The DPC shall inform the candidate of all procedures and criteria for contract renewal, promotion and tenure.
4. The candidate to be evaluated shall have the right to discuss formally her/his file content with the DPC.
5. The DPC shall interview the candidate for purposes of contract renewal.
6. The DPC Chair shall advise the candidate as to completion of the dossier if requested and shall, with assistance of the Department Secretary, store the completed dossier in a secure location.
7. In the event of a promotion and/or tenure and promotion review, the candidate submits names of six external referees to the DPC chair who will seek three from the candidate's list and seek three external referees agreed upon by the DPC. The goal will be to obtain a balance of letters from those suggested by the candidate and letters from those recommended by the DPC. The candidate also prepares her/his body of review materials and a current CV which the Chair of the DPC will send to the external reviewers using the standard University approved cover letter.
8. The DPC Chair shall arrange for DPC members to review the candidate's dossier once it is complete.
9. The DPC Chair shall be responsible for expeditiously securing any additional information deemed necessary by the DPC.

10. Consistent with the UHPA contract, no unsolicited information can be added to the file without the review and opportunity to respond by the candidate. In addition, no unsolicited information can be inserted after the DPC has begun its review.
11. Upon full and complete review of the candidate's dossier by the entire DPC, a final vote shall be taken by secret ballot of the full DPC.
12. The DPC Chair shall prepare a written evaluation of the candidate's strengths and weaknesses that must be approved by the DPC before being provided to the candidate for written comment.
13. After the DPC receives any written response the candidate wishes to provide, it may or may not decide to revise its evaluation.
14. The DPC shall not use any anonymous information in its assessment of any candidate for contract renewal, promotion or tenure.
15. Only tenured bargaining Unit 7 members are eligible to vote on tenure decisions. For promotion decisions, voting members must be in the rank to which the candidate seeks to enter, or above.
16. The final DPC report and the recommendation of the DPC shall be provided to the candidate after the DPC completes its final evaluation and has forwarded the dossier to the department Chair and Dean.
17. The department recommendation for department chair is based on the majority vote of all bargaining unit 7 faculty.

### **General Criteria and Procedures for Contract Renewal, Promotion and Tenure**

Women's Studies subscribes to the general criteria for contract renewal, promotion, and tenure adopted by the University of Hawai'i at Mānoa and additionally sets forth criteria consistent with the Department's values and commitment to providing UHM students a superior educational experience with opportunities for enhanced understanding of gendered relations of power amongst and between individuals, groups, communities, states, and nations over time. As an interdisciplinary department and field of study, Women's Studies faculty may well make important contributions in one or more distinct fields of study to include those outside disciplines customarily within their home College, including the humanities, arts, medicine, education, law, business, and earth science.

Recommendation for promotion shall be based on assessment of the kind and quality of contributions accomplished by the candidate during the period since the initial appointment or since the last promotion. The Women's Studies scholarship model values teaching and community service and research that may extend from basic to applied in many areas of academic inquiry. Not all faculty will accomplish equally in all areas so each candidate for promotion will be evaluated on her/his overall excellence and integration as a scholar and demonstrated contributions to her/his field(s), the university, and the broader community.

Recommendation for tenure shall be based on an overall assessment that a candidate is and will continue to be an efficient and productive member of the Department. Criteria for this

assessment relate to teaching and scholarship, present and future value to the Department, relationships with faculty and students, and service to the community.

### **Department Review Process for Contract Renewal**

#### **A. The DPC Review**

1. The DPC will review the application and all supporting materials submitted by the applicant.
2. The Chair of the DPC may ask the candidate for additional or clarifying information.
3. The DPC chair prepares a recommendation including the vote of the DPC.

#### **B. The DC prepares a letter of recommendation.**

- #### **C. Consistent with University procedures, the candidate will be given an opportunity to review the contract renewal recommendations, including the written evaluations by the DC and the DPC before they are forwarded to the Dean.**

Candidates for Contract Renewal, Promotion, or Tenure shall initiate her/his dossier in conformance with the criteria set forth below:

### **Teaching**

There should be evidence of effective teaching, recognizing that different types and styles of teaching exist and that special fields require different pedagogical skills. Women's Studies expects faculty to pursue excellence in the classroom through their own and their students performance and to this end, are expected to engage in effective and innovative course preparation in individual courses and in the organization and development of undergraduate and graduate education at the department and/or campus-wide levels. Candidates shall provide the DPC with as much evidence as they deem necessary to show the quality of their teaching using appropriate bases of assessment for her/his particular course/level of instruction. Such materials may include:

1. Copies of syllabi, course exams, reading lists, assignments, or other course materials developed or relied upon by the candidate for course instruction;
2. Statement of the candidate's goals and objectives in teaching, including efforts to develop particular classes or to improve the quality of instruction in existing courses, etc.
3. Summaries of course evaluations.
4. Teaching awards.

### **Scholarship**

Women's Studies faculty are expected to contribute to their field(s) through research and/or scholarly analysis; the Department views scholarship as fundamentally linked to teaching and because of Women's Studies history and commitment to community, scholarship must be broadly defined.

The Department values equally publications in any language and also recognizes that the style, method and audience for scholarship among different faculty may vary widely. Thus, assessing a candidate's scholarship contribution requires evaluating how the candidate's research has been received within the field and in the case of applied research, by those who are able to use and evaluate its' results.

Co-authorship is accepted, as it contributes to and enhances collaborative scholarship, a practice highly valued in Women's Studies.

The following materials are examples of items appropriate for assessing faculty scholarship:

1. Publications including articles, chapters in books, books, policy papers, essays, evaluation reports
2. Creative works, applied research projects, community consultation or training (unpaid)
3. Presentations at professional meetings, seminars and colloquia, public lectures
4. Grants received, proposals submitted

### **Community Service**

Women's Studies faculty are expected to actively engage in the life of the Department, the University, and the community-at-large and should make a substantial contribution in the area of service to receive a positive recommendation. Service within the Department is critical to its smooth functioning while service to the broader campus is vital to the Department's stature and relevance as part of the University community. Service outside the University informs and stimulates both teaching and research while reflecting positively on the Department, the discipline, and the University, while helping the University meet its obligation as a land grant institution.

Service shall be broadly interpreted to include:

1. Within the Department, chairing of standing committees and informed participation in all programs and affairs.
2. Service on committees of the faculty at the college and campus levels, and/or special committee assignments initiated by the Dean or other administrator or the faculty senate.
3. Service to non-university groups, individuals or organizations in the community, provision of public advocacy and/or community organizing, work as an unpaid consultant, public speaker or unpaid researcher, serving in an uncompensated role of any significance related to the faculty member's area of professional expertise, etc.
4. Participation in professional associations at the local, state, national or international levels, e.g., committees session organizer for national meetings, service as referee, election to office within professional organization, etc.