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DEPARTMENT OF ENGLISH

UNIVERSITY OF HAWAI'I AT MĀNOA

PERSONNEL PROCEDURES AND CRITERIA

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TABLE OF CONTENTS

I. THE DEPARTMENT PERSONNEL COMMITTEE AND DEPARTMENT CHAIR

Duties, Composition, Eligibility, Elections

II. GENERAL PROCEDURES 3

III. CONTRACT RENEWAL FOR TENURE-TRACK FACULTY 5

IV. TENURE 6

V. PROMOTION 7

VI. SOURCES OF EVALUATION 9

VII. FACULTY FILES 10

VIII. AMENDMENT OF THIS DOCUMENT 11

APPENDIX A: CRITERIA 11

## I. THE DEPARTMENT PERSONNEL COMMITTEE AND THE DEPARTMENT CHAIR

### Electing the Department Chair:

Per Article X of the CBA (2006): "The determination of the Department's or Division's recommendation for DC to the Dean or Director, or other appropriate administrator, shall be based on a majority vote of all bargaining unit Faculty Members in the Department or Division."

### The Department Personnel Committee (hereafter the DPC):

The DPC makes recommendations separately from the Department Chair regarding reappointment, contract renewal, tenure, and promotion. The DPC also offers advice on other personnel matters and on hiring as requested by the Chair or the Dean or as decided by the Department.

#### Composition:

- A. Normally, the Department Personnel Committee will comprise 5 Professors and 2 Associate Professors elected by the faculty.
- B. An alternate Professor, who will serve in the event a Professor is excluded or recuses, will be elected by the faculty.
- C. In the event the DPC remains ~~one Professor~~ short of the 5 full Professors required to consider and vote on a promotion to I-5, one or more I-5 faculty from outside the department will be appointed. In accordance with Article XII.G.2.m. of the CBA, the committee will be formed by consultation between the Dean and the Department Chair.

#### Eligibility:

- A. All full-time, tenured, regular faculty will be eligible to serve on the DPC, with the exceptions noted in the following paragraphs.
- B. Neither the Department Chair nor the Associate Chair will serve on the committee.
- C. Faculty members will not be eligible to serve during the year in which they are applying for promotion.
- D. The following will also be ineligible for election:
  - 1. faculty who will not be in the faculty bargaining unit in either semester of the academic year following balloting;
  - 2. faculty who will be on leave during either semester of the academic year following balloting;
  - 3. faculty who will be re-assigned outside the Department during either semester of the academic year following balloting.
  - 4. faculty who will retire at any time during the year following balloting.
- E. Anyone elected from the Associate Professor rank who is subsequently promoted will resign from the committee, and be replaced as soon as possible by a special election.

#### Elections:

- A. The Department Chair will ask the Elections Committee to hold elections for regular terms on the DPC beginning in February. Elections will be decided by plurality.
- B. It will be the duty of all qualified faculty members to serve unless there is a bona fide reason not to, such as ill health or over-commitment elsewhere. If potential members of the DPC wish not to serve, they will make their reasons known in writing to the Department Chair before the ballot is prepared. The Department Chair will decide whether to grant the request.
- C. If too few candidates remain within a given rank to provide an elective choice (at least one or more candidates than positions to be filled), a member will be chosen by the Department at large from among all eligible members of the Department.
- D. All vacancies created by resignation or by ineligibility will be filled by a special election.
- E. All regular faculty in ranks I-3 through I-5 will be eligible to vote; those ineligible include temporary and visiting appointees, lecturers, graduate students, members who are currently assigned outside the Department, and members who are not in the faculty bargaining unit at the time of the election. Reasonable efforts will be made to contact faculty on sabbatical or on leave, either by phone, e-mail, fax or by way of a designated proxy person in the Department. No elections will be extended or repeated to accommodate absent Department members. Candidates will be elected by a plurality of the ballots cast.

## II. GENERAL PROCEDURES

- A. Before the end of the spring term, the newly elected DPC will elect its Chair by secret ballot and by a majority vote. The Chair's one-year term will begin immediately thereafter or on May 1 if the election occurs before that date. The DPC will then follow the schedule of deadlines provided by the Department Chair, in accordance with the schedule set by the University administration and the Dean. A secretary will record the minutes of each meeting. Minutes maintained by the committee record transactional details only: e.g. "committee discussed 'Guidelines'"; "a decision was made." No names are used nor is the substance of discussion or decisions recorded. Meetings will be governed by Robert's Rules of Order, revised, except specifically amended by these guidelines or by a two-thirds vote of the DPC.
- B. In the event of a tie vote on procedural matters not immediately concerned with contract renewal, tenure, or promotion cases, the Department Chair may cast the deciding vote.
- C. The DPC will solicit confidential letters about tenure and promotion candidates according to procedures established by the university and the DPC. The DPC will endeavor to garner four confidential letters of evaluation which will be considered by the committee as part of each candidate's dossier, according to the following procedure. Candidates will be asked to submit a list of possible evaluators. Two of these evaluators

will be asked to provide confidential letters; should a request be declined, another evaluator from the list will be asked, until TWO have agreed. The DPC will compile its own list of possible evaluators not suggested by the candidate, from which TWO will be chosen. The same procedure of issuing requests will be followed, until TWO evaluators have agreed to supply letters.

The DPC will remind the Department that it also welcomes non-confidential letters (as per article XII G.2.a) from the faculty, excluding members of the DPC, about any tenure and/or promotion candidate. The letters will be due one week before the candidate's application is due as determined by the university. A reminder to the department inviting non-confidential letters should go out at least three weeks before they are due. All letters will be made available to the applicant to include in the applicant's dossier: see Article XII.G.2.a in *CBA*.

D. All discussion of candidates in the meetings of the DPC is privileged and confidential, except for those conclusions that appear in the written recommendation approved by the Committee and shown to the candidate. The Committee may also decide by vote to release certain information to the candidate. New members of the DPC can be informed of the committee's earlier debates and decisions, but not of individuals' comments on candidates. However, all documentary evidence except confidential letters from outside evaluators shall be available to the candidate.

E. All subcommittees of the DPC will be limited to advisory functions.

F. In all meetings of the DPC in which particular cases of contract renewal, extension of the probationary period, tenure, or promotion are deliberated, a quorum will be five of the seven members. In all other meetings, a quorum will be four of the seven members. The exception is a meeting in which a final recommendation records a vote on tenure and/or promotion, if the DPC so desires, in which case there cannot be any absences or abstentions.

G. In all actions involving contract renewal, tenure, and promotion, the DPC's assessment will be made on the basis of the evidence submitted of the candidate's achievements in research/creative writing, teaching, and service, as appropriate for the position. All candidates must meet the appropriate minimum qualifications and duties and responsibilities established by the Department and University (see Appendix A).

H. The DPC will consider only written evidence. Article XII G.2.a. of the *CBA* specifies that no anonymous material shall be made a part of any dossier. The DPC may issue guidelines on how supporting material is to be presented to the Committee. Greater documentation will normally be required in tenure and promotion cases than for contract renewals. The kinds of evidence that the DPC will consider are listed in Section VI, Sources of Evaluation.

I. The DPC will consider and evaluate the quality and potential of each candidate's work. For contract renewal, tenure-track appointees must demonstrate they are making meaningful progress toward tenure in the areas of teaching and scholarship or creative writing. Tenure-track appointees must demonstrate that they have the potential to develop

professionally so that they can be expected to move up in rank in due course. All candidates for promotion must demonstrate professional development to levels beyond those attained at hire or the previous promotion.

J. Candidates should understand that the DPC uses many kinds of evidence in its efforts to assess quality and potential with accuracy and fairness. In addition to reading the materials submitted, the DPC also considers such matters as the reputation of a book's or article's publisher, the nature of any reviews or extramural evaluations, relative contributions of candidates to co-authored or collaborative projects, and the scope and originality of a project. Decisions are not made on the basis of any merely quantitative standard, and candidates are encouraged to choose projects that reveal their originality and potential. Applications for and awards from extra- and intra-mural grants receive consideration. The DPC recognizes and evaluates publications prior to hire.

K. Candidates should understand that, in general, original scholarship or creative writing (books, novels, poetry collections, major articles in refereed journals, etc.) counts more strongly in a tenure or promotion case than the editing of collections or editions of articles by other scholars, or a large number of notes, reference entries, or journalistic pieces. And while accepted books and articles (scholarly and creative) do count as equivalent to published pieces, those in circulation are usually not weighed as heavily. Candidates should recall that, especially in tenure cases, the DPC seeks to evaluate the potential of each candidate to teach, advise, and direct student work effectively in all appropriate Department programs, at both the undergraduate and graduate levels.

L. In addition to evaluating the candidate's assigned teaching, the DPC will consider contributions to teaching outside the classroom: development of new courses; EIF grants; initiation of programs for support of teaching; innovative teaching practices; conducting workshops which relate to teaching; participating in teacher training programs for new colleagues or teaching assistants; Directed Readings; service on Honors project committees, M.A. project and thesis committees, Ph.D. area exam and dissertation committees, and related work.

### III. CONTRACT RENEWAL FOR TENURE-TRACK FACULTY

A. All probationary faculty will be evaluated for renewal of contract in accordance with the intervals established by the current collective bargaining agreement until such time as renewal is denied or tenure consideration is given.

B. As soon as a person is hired full time in a tenure-track or non-tenure-track position, the Department Chair will ensure that she/he is informed about the criteria and procedures governing contract renewal or reappointment and see that she/he has a copy of relevant documents, appendices, and the current collective bargaining agreement. Tenure-track hires will also be informed about the granting of tenure, including the procedures by which outside evaluations are solicited.

C. It is the responsibility of the DPC to decide through secret ballot about contract

renewal by assessing the candidate's qualifications and professional development in research, teaching, and service, as appropriate to the position; to see that contract renewals for all candidates are considered and that decisions are reached in accordance with the deadlines established by the University of Hawai'i; and to make sure that a list of deadlines for the current year is given to each candidate for renewal or reappointment.

D. A candidate for contract renewal may exclude one member of the DPC from participating in discussions of and in voting on his or her case. A request for such exclusion must be forwarded to the Department Chair prior to the DPC's first meeting in the fall semester. The Chair will inform the DPC of this exclusion. The other six members of the DPC will discuss and vote on such a case. Minutes of the meeting will indicate when the excluded member has left the meeting, but will not name the member.

E. The DPC's assessment for purposes of contract renewal will be made on the basis of an examination of the candidate's published scholarly and/or creative writing, work circulating and/or in progress, teaching materials, student evaluations for all courses taught at U.H., peer teaching evaluations, evidence of service to the Department, University and/or community, and other materials as relevant and appropriate to the position. In the process of renewal, the DPC will consider departmental needs. The submission of a package for contract renewal is similar to yet distinct from promotion and tenure dossiers. Experience and time in rank are less extensive with contract renewals than with faculty seeking tenure or promotion. Therefore, contract renewal faculty will forward a package that is much less comprehensive. Nevertheless, the renewal package is still concerned with the three main areas that will also constitute a tenure or promotion application: teaching, research, service.

The applicant for contract renewal will submit a narrative, a C.V., and a modest support or supplementary document. The narrative should be no longer than two pages and should act as a guide to the CV, highlighting and expanding where appropriate and addressing the three areas of teaching, research, and service. Although some narrative sections may be included in the support package (if such sections are included, no more than 300 words per section is suggested), the support package is mainly a collection of artifacts and evidence showing activities in research, teaching, and service: e.g. for the research section, links to articles or books; for teaching, such things as sample syllabi and student evaluation results would be included (student evaluation results must be included); for service evidence not already available on the CV may be included. Please see the "Sources for Evaluation" section in this document for a list of possible items to include. As always, consult with the Chair of the DPC on the narrative or items in the supplementary section.

In sum, the renewal package is meant to give the DPC a sense of the faculty member's growth and positioning relative to tenure and promotion applications down the road. In addition, the renewal submission is also meant to give the faculty member the opportunity to start building what will become a more comprehensive dossier for tenure and promotion.

F. Tenure-track faculty should be aware that satisfactory evaluation and renewal of contract during the probationary period do not in themselves imply an eventual granting of tenure, for which different or more stringent standards may apply.

#### IV. TENURE

A. Application for tenure consideration is the responsibility of the applicant and should be completed in accordance with the instructions provided by the Mānoa Provost's office. The contracts of candidates who fail to apply will be determined in accordance with the current collective bargaining agreement: failure to apply will result in an automatic appointment to one additional year on a terminal contract.

B. Candidates must complete their tenure application forms and provide the DPC with relevant supporting material in accordance with the deadlines set by the university, and by the collective bargaining agreement. The kinds of evidence that the candidate may submit are listed in Section VI, Sources of Evaluation, of this document. The candidate is responsible for the accuracy and completeness of the tenure application and all supporting materials.

C. The DPC's recommendation for tenure is based on its prediction that the person recommended is and will continue to be able and willing to render valuable service to the Department and to the scholarly community.

D. The DPC will base its tenure and/or promotion decision for each candidate on the degree to which the candidate has met or exceeded the University and English Department minimum qualifications and duties and responsibilities for the rank the candidate presently holds, and on the candidate's potential to meet the University and English Department minimum qualifications and duties and responsibilities for the rank to which the candidate would be promoted, as described in Appendix A. See also Section IV of the University's Guidelines.

E. The DPC Chair will ensure that each candidate for tenure has a member of the DPC to act as the candidate's liaison with the DPC. The liaison will coordinate information from the DPC to the candidate and vice versa and will transmit any suggestions that the committee may have to the candidate. The candidate is not obliged to accept these suggestions and has final responsibility for the application.

F. A candidate for tenure may exclude one member of the DPC from participating in discussions of and in voting on his or her case. A request for such exclusion must be forwarded to the Department Chair prior to the DPC's first meeting in the fall semester. The Chair will inform the DPC of this exclusion. The other six members of the DPC will discuss and vote on such a case. Minutes of the meeting will indicate when the excluded member has left the meeting but will not name the member.

G. The DPC will conduct at least three discussions of each candidate. After its third

round of discussion, the DPC will determine its tenure recommendations by secret ballot. Only faculty whose rank is equal to or higher than that of the applicant who is applying for tenure may vote, if the committee so desires a vote. Two members of the committee will count and verify the ballots.

H. The chair of the DPC will verbally inform the candidate the vote result and give the candidate the written DPC evaluation at the same time. The DPC will supply the Department Chair with the vote result and the evaluation at this time as well. If the candidate reports a factual error in the DPC evaluation, the evaluation will be amended as appropriate before being included in the application. The Department Chair will make a separate evaluation and will supply both candidate and the DPC with copies of it not later than the time it is forwarded to the Dean. The process of evaluation by the DPC and the Department Chair at all times will be kept separate.

I. The DPC makes its decision based on the candidate's completed application, which is due to the Department Chair in accordance with the University's deadline. No changes can be made to the application after it is submitted except with the approval of both the DPC and the Department Chair, although new developments in the candidate's work can be added in the form of a memo to the Chair at any point in the process. In the event the dossier contains a negative recommendation, Article XII.H of the *CBA* specifies the procedure by which the candidate may submit written comments and additional material as part of the official dossier.

## V. PROMOTION

A. Application for promotion is the responsibility of the applicant and should be completed in accordance with the instructions provided by the Mānoa Provost's office. Candidates must complete their applications and provide the DPC with relevant supporting material in accordance with the deadlines set by the university, and by the collective bargaining agreement. The kinds of evidence that the candidate may submit are listed in Section VI, Sources of Evaluation, of this document. The candidate is responsible for the accuracy and completeness of the promotion application and of all supporting materials.

B. The DPC will base its promotion decisions for each candidate on an assessment of the candidate's research and publication, teaching and service since hire or promotion and the degree to which the candidate has met or exceeded the University and English Department minimum qualifications and duties and responsibilities for the rank to which the candidate would be promoted, as described in Appendix A to this document. See also Section V of the University's Guidelines.

C. In the year preceding consideration for promotion, candidates should confer with the Department Chair and the Chair of the DPC regarding their qualifications. Failure to do this, however, will not be prejudicial to a candidate, since anyone may decide to stand at any time prior to the announced deadline.



D. The DPC Chair will ensure that each candidate for promotion has a member of the DPC to act as the candidate's liaison with the DPC. The liaison will coordinate information from the DPC to the candidate and vice versa and will transmit any suggestions that the committee may have to the candidate. The candidate is not obliged to accept these suggestions and has final responsibility for the application.

E. A candidate for promotion may exclude one member of the DPC from participating in discussions of and in voting on his or her case. A request for such exclusion must be forwarded to the Department Chair prior to the DPC's first meeting in the fall semester. The Chair will inform the DPC of this exclusion. The other six members of the DPC—or five in the case of promotion to Professor—will discuss and vote on such a case. Minutes of the meeting will indicate when the excluded member has left the meeting but will not name the member.

F. The chair of the DPC will verbally inform the candidate the vote result and give the candidate the written DPC evaluation at the same time. The DPC will supply the Department Chair with the vote result and the evaluation at this time as well. If the candidate reports a factual error in the DPC evaluation, the evaluation will be amended as appropriate before being included in the application. The Department Chair will make a separate evaluation and will supply both candidate and the DPC with copies of it not later than the time it is forwarded to the Dean. The process of evaluation by the DPC and the Department Chair at all times will be kept separate.

G. The procedures for discussion, voting, informing the candidates, submitting evaluations for promotion candidates, and making revisions to the application will be the same as those for tenure candidates, described above. See IV. F, G, H, and I in this document. However, in accordance with the current *CBA* only committee members with the rank of Professor (I-5) may vote for candidates applying for promotion to Professor (I-5). (The procedure by which candidates for promotion may submit written comments and additional material as part of the official dossier in the event it contains a negative recommendation is described in the Collective Bargaining Agreement.)

## VI. SOURCES OF EVALUATION

The Department judges a candidate's worthiness for contract renewal, tenure or promotion based upon their evaluation of as many as possible of the following kinds of data, which the candidate should include in his/her application (the exception being the confidential letters from external reviewers, which are not made available to the candidate).

### A. Research

1. Publications in print or under contract (books, monographs, and critical essays; reviews; fiction, poetry, plays; books and journals edited, etc.); and all published reviews of the candidate's work;
2. Papers published on campus, including those circulated to other campuses, such as

technical reports or working papers;

3. Public lectures, readings, papers delivered at professional meetings and departmental seminars, talks at inter-departmental symposia, et cetera;
4. Summer and other research seminars attended, research undertaken at specialized libraries, extra- and intramural grants, fellowships and other awards or support;
5. Reports of or presentations on research collaborations involving interdisciplinary, outreach, and community work, often called applied or action research;
6. Reports or presentations disseminating the research that goes into writing program administration (nationally established criteria and justifications for such evaluation can be found at <http://wpacouncil.org/positions/intellectualwork.html>);
7. Work published in electronic formats, such as web journals, CD-ROM, and hypertexts;
8. Unpublished writings; work in progress;
9. Evidence that a candidate is using research results (e.g., in publications, in courses, in administrative duties or in the community);
10. Confidential evaluations of published and unpublished writing by qualified persons outside the Department (in tenure and promotion cases only), obtained by procedures established by the University and the DPC;
11. Non-confidential evaluations of the candidate's published and unpublished writing solicited by the DPC from tenured members of the Department in the candidate's field; the candidate will be shown these evaluations and may respond to them in writing;
12. Letters from others who are familiar with the candidate's research and writing; the candidate will be shown these evaluations and may respond to them in writing.
13. Statements by the candidate.

#### B. Teaching

1. The range and kinds of courses the candidate has taught, and the candidate's contribution to curriculum development;
2. A selection of syllabi, instructional notes, assignments, and examinations used in the candidate's courses, as well as student writing annotated by the candidate;
3. Student evaluations (required), preferably those provided by the Department, for all composition, literature, and creative writing courses taught since hire or previous promotions;
4. Teaching awards from the Department, the College, the University, and other sources;
5. Formal peer evaluations (by senior faculty members chosen by the Department Chair, conducted according to procedures established by the Department, and placed directly in the candidate's personnel file);
6. Informal peer evaluations (by faculty chosen by the candidate, and conducted according to procedures determined by the candidate and the evaluator);
7. Written comments by students, and any accompanying responses by the candidate;
8. Videotapes of classes taught by the candidate;
9. A record of the project, thesis, examination, and dissertation committees that the candidate has served on or chaired;
10. Letters from others who are familiar with the candidate's teaching or other instructional activities;
11. Statements by the candidate.

C. Service to the Department, the University, the Professional and Local Community. In addition to Regents' Minimum Duties and Responsibilities for service, faculty at all ranks are expected to meet the Department expectations for service that appear on the relevant pages of the Appendix to this document (for I-3 and I-4, pages 11-12; for I-5, page 13).

Sources of Evaluation for Service:

1. Statements from knowledgeable persons, such as chairs of departments or committees, directors of community organizations, colleagues in relevant disciplines, and others in professional groups;
2. Statements by the candidate;
3. Statements by students and others who are familiar with the candidate's service.

## VII. FACULTY FILES

A. In compliance with Administrative Policy 9.075, the official personnel file for each Department member is located in the office of the Dean of the College of Arts, Languages and Letters. The Department also keeps its own faculty file for each department member, which is necessarily the property of the English Department. It is open at all times to the candidate, but the faculty member does not have the privilege of taking the file from the office or removing documents, though the candidate may obtain copies.

B. The Department Chair normally decides on other routine additions and on requests, both from within and without the Department, to add to a Department member's faculty file. The faculty member concerned is to be informed of any additions.

## VIII. AMENDMENT OF THIS DOCUMENT

A. Amendments to Departmental Personnel Committee procedures may be recommended from time to time at the discretion of the Department, Division, or comparable unit (see *CBA*, Article X).

B. Amendments to this document can take place only after discussion and vote by faculty in ranks I-3 through I-5 who are members of BU07. Those ineligible to vote are listed in Section I, Elections, Paragraph E. Amendments will pass by a simple majority of the votes cast.

C. Proposals to amend can be placed before the Department by: 1) action of the DPC; 2) a petition signed by any ten regular full-time faculty members of BU07.

D. The proposed amendment shall be sent through the Dean, Director, or Provost to the appropriate Senior Vice President and to the Union for review and approval, which shall not be unreasonably withheld. Approved amended procedures shall be filed with the Union and the Dean, Director or Provost.

## APPENDIX A: CRITERIA

The Board of Regents' statement of Minimum Qualifications and Duties and Responsibilities for each rank (Policy and Bylaws Section 9-2, July 24, 1987) forms the basis for the English Department expectations of its faculty. For its part, the English Department credits work in all its programs. Following the Regents' statement of Duties and Responsibilities for each rank are amplifications specific to the English Department. Faculty in all ranks are expected to fulfill their teaching responsibilities professionally and to maintain the Department's reputation for quality teaching.

### ASSISTANT PROFESSOR (I-3)

**Duties and Responsibilities:** To conduct assigned courses or seminars; to supervise independent study activities and off-campus learning such as practicums and internships; to serve as academic advisor to students; to serve on University committees; to render service to the professional or lay community which is relevant to the individual's academic specialty; to participate in curriculum development activities including the development of curricular materials and special instructional methods; to participate on committees in charge of candidates for advanced degrees; to conduct research or undertake comparable scholarly activity; and to perform related tasks as assigned. In the English Department, Assistant Professors, Associate Professors, and Professors teach undergraduate courses at all levels, and may also propose courses in their area of specialization. The Department expects that Assistant Professors will concentrate on their scholarly, critical, or creative activities so that they may develop and enhance their value to its programs and students. It also expects Assistant Professors to provide academic advising to students. Membership on Department committees is acceptable evidence of service.

**Minimum Qualifications:** A doctorate from a college or university of recognized standing and in a field relevant to the position (in disciplines in which the doctorate is not the normal terminal degree, this requirement may be waived by the University upon the demonstration of appropriate academic training and recognized comparable professional competence or experience in the appropriate field); demonstrated ability as a teacher; demonstrated scholarly achievement; poise and good address for meeting and conferring with others.

### ASSOCIATE PROFESSOR (I-4)

**Duties and Responsibilities:** To conduct assigned courses and seminars in undergraduate and graduate level instruction; to supervise independent study activities and off-campus learning such as practicums and internships; to serve as academic advisor to students; to serve on University committees; to render service to the professional and lay community which is relevant to the academic specialty; to participate in curriculum development activities, including the development of curricular materials and special instructional methods; to serve as chair or member of committees in charge of candidates for advanced degrees; to conduct research or undertake comparable scholarly activity; to serve as Department Chair when selected; and to perform related tasks as assigned. The English Department expects Associate Professors to teach, to advise students, and to engage in

scholarly, critical, or creative activity in their areas of specialization so that they may enhance their reputation and that of the Department and University. They should be available to render service to the University, professional groups, and local community.

**Minimum Qualifications:** A doctorate from a college or university of recognized standing and in a field relevant to the position (in disciplines in which the doctorate is not the normal terminal degree this requirement may be waived by demonstration of appropriate academic training and appropriate professional competence or experience); evidence of proficiency in teaching; a minimum of four years of fulltime college or university teaching at the rank of Assistant Professor or equivalent, with evidence of increasing professional maturity; scholarly achievement judged competent and adequate for the rank in comparison with peers active in the same field at major research universities; continued evidence of participation in the scholarly and academic affairs of a university or other appropriate organization, or in an appropriate professional society or organization, or in other appropriate job-related service activities; demonstrated ability to plan and organize assigned activities, including the supervision of work of assistants when appropriate; ability to serve as a role model for students and junior colleagues; poise and good address for meeting and conferring with others.

#### **PROFESSOR (I-5)**

**Duties and Responsibilities:** In addition to the duties and responsibilities of the Associate Professor rank, to assume a role of professional leadership in the Department and in the relevant scholarly discipline. The English Department expects Professors to fulfill their professional obligations in teaching, in scholarly, critical or creative activity, in advising students, and in service. Research and publication expectations may include books, significant peer-reviewed articles, or other hallmarks of national or international recognition that are recognized by creative writers and scholars of the same rank at other universities. Scholarly and creative publications as well as service and outreach focused on issues significant to Hawai'i and the Pacific are not required of all faculty; however, where a faculty member's area of expertise entails such work, it will be recognized by the Department as equivalent to national or international recognition. Because of the department's size and the variety of professional obligations taken on by English Department faculty, they are expected to assume leadership where needed in the Department, in the University, in the local community, or in the profession.

**Minimum Qualifications:** A doctorate from a college or university of recognized standing and in a field relevant to the position (in disciplines in which the doctorate is not the normal terminal degree this requirements may be waived by demonstration of appropriate academic training and appropriate professional competence or experience); evidence of excellence in teaching; a minimum of four years of full-time college or university teaching at the rank of Associate Professor or equivalent, with evidence of increasing professional maturity; research productivity which has resulted in significant recognition by the national or international community of scholars active in the same field; demonstrated continuing participation in the scholarly and academic affairs of a university or other appropriate organization, or in an appropriate professional society or organization, or in other appropriate job-related service activities; demonstrated ability to

plan and organize assigned activities, including the supervision of work of assistants when appropriate; ability to undertake a variety of assignments within the University; demonstrated capacity for leadership in the department and scholarly discipline; poise and good address for meeting and conferring with others.