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DEPARTMENT PERSONNEL COMMITTEE PROCEDURES AND CRITERIA FOR THE SCHOOL OF LIFE SCIENCES, UNIVERSITY OF HAWAI'I AT MĀNOA

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The Department Personnel Committee (DPC) for the School of Life Sciences (SoLS) is responsible for personnel actions, including assessing pre-tenure contract renewals, tenure, and promotion. Special salary adjustments are evaluated by all Bargaining Unit 7 members in the department. Periodic review is conducted by the SoLS Director.

The procedures and criteria in this document interpret and complement, but do not supersede those in *Criteria and Guidelines for Faculty Tenure/Promotion Application University of Hawai'i at Mānoa* (referred to hereafter as *Criteria and Guidelines*) and Article X of the University of Hawai'i Professional Assembly-Board of Regents of the University of Hawai'i (UHPA-BOR) Contract. Changes to these procedures and criteria can be made at any time with majority approval of the entire SoLS faculty (tenured and tenure-eligible, including any not present at the time of the vote) following procedures in Article X of the UHPA-BOR Contract.

Timetables for contract renewal, tenure, and promotion, and all relevant forms and documents are available on the Academic Personnel section of the Office of the Vice Provost for Academic Excellence (OVPAE) website.

I. Goals, Guidelines, and Best Practices of the DPC

- A. *Academic quality.* The purpose of tenure is to protect academic freedom that promotes the discovery and dissemination of knowledge. Tenure and promotion also incentivize excellence in the professional activities of Faculty Members. The strength of an academic institution depends on the productivity and creativity of its faculty, so the decision to award tenure and promotion must be viewed in the context of long-term institutional quality.
- B. *Consistency and accountability.* Each personnel decision made by the DPC affects an individual, which requires that the DPC be fair, consistent, and accountable. DPC members should know and apply only SoLS and University of Hawai'i (UH) Mānoa guidelines and criteria to objectively evaluate an applicant's dossier. Only materials included in the dossier will be reviewed by the DPC. No unsolicited information will be reviewed (see Section XII.G.2.a of the UHPA-BOR Contract). The DPC will review the accuracy of the materials included in the dossier, and will request clarification from the

candidate regarding any information, as needed. The DPC may elect to seek advice on concerns that remain from the OVPAE or UHPA, as appropriate.

- C. *Confidentiality.* Confidentiality is a fundamental aspect of all faculty personnel processes. Violations of confidentiality not only undermine the decision making involved in faculty governance, but also can negatively affect the atmosphere in an academic unit. Faculty members should never discuss or send electronic messages containing personnel discussions or the outcomes of contract renewal, tenure, and/or promotion decisions with anyone who was not present at the corresponding DPC meeting. All personnel votes by the DPC must be conducted by secret ballot. Applicants may communicate directly only with the Chair of the DPC about the status of their application.
- D. *Nondiscrimination.* SoLS faculty are committed to ensuring that each member of the faculty receives fair and equal treatment. SoLS is also committed to maintaining an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. Consistent with The University of Hawai'i Policy on Nondiscrimination and Affirmative Action, SoLS requires that faculty be committed to a policy of nondiscrimination. This policy includes assessment and awarding of tenure and promotion. Any employee with a nondiscrimination concern may consult the Dispute Process Workflow from the OVPAE and file a complaint or grievance. Any applicant for contract renewal or tenure and/or promotion with concerns related to the application process may utilize processes available to them as specified in the Unit 7 Collective Bargaining Agreement.

Although DPC activities and deliberations are confidential, faculty have a duty to report discriminatory language or actions to the SoLS Director, OVPAE, and/or the Title IX office, as appropriate, if any personnel decisions appear influenced by protected class such as race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, and veteran status or are retaliatory in nature.

II. DPC Composition and Selection

- A. *Composition.* The DPC for tenure and promotion to Rank 4 (Associate Professor or Associate Specialist) will consist of nine members, and the DPC for promotion to Rank 5 (Professor or Specialist) will consist of five members. Only members of the DPC of equal or higher rank to that for which an applicant has applied can view, discuss, and vote on applications (i.e., “dossiers”) for contract renewal, tenure, and/or promotion. DPC selection for each year must be completed before September 1st.

Faculty excluded from the DPC include 1) the SoLS Director, 2) faculty on leave or sabbatical, 3) Emeritus, Adjunct, or other persons who do not hold an active tenured position or are not members of Bargaining Unit 07.

- B. *Selection.* DPC members will be elected by secret ballots submitted by all tenured and tenure-track SoLS members of Unit 07.

Prior to the vote, applicants for promotion and tenure will each identify three Faculty Members to the Director, one of whom will serve on the DPC as the primary reviewer of their dossier. The potential primary reviewer with the largest number of votes in the election (independent of their overall ranking) will serve on the DPC and lead the discussion of the dossier. Applicants choose three potential primary reviewers in case of exclusions by other applicants in the same year (see below). The primary reviewer will provide a verbal summary when the DPC meets to discuss a dossier, highlighting strengths and weaknesses of the application. If tie votes prevent designation of a nine member DPC that includes at least one of each candidate's three proposed primary reviewers, tie votes will be resolved with a runoff election. Applicants may also submit up to two names of SoLS faculty to the Director to be excluded from the DPC (or FPC, see Provision for Pre-merger hires, below).

DPC election ballots will have separate categories for faculty at the ranks of Associate Professor and Professor. Each faculty voter will select five candidates at the rank of Professor and four at the rank of Associate Professor: the committee to review candidates applying for promotion to Professor will comprise five members at the rank of Professor; the committee to review candidates applying for promotion to Associate Professor will comprise five members at the rank of Professor and four members at the rank of Associate Professor. The vote tally will be used by the Director to name alternate members as necessary. Once formed, the DPC will elect a chair who must be at the rank of Professor and has at least one year of prior service on the SoLS DPC or on the DPC of one of the former Botany, Biology, or Microbiology departments.

Joint hires may require the inclusion of members from other units, provided they are tenured faculty. SoLS will follow all provisions outlined in any clarification documentation approved by Provost and UHPA for joint hires.

In the event that a DPC cannot be formed due to there being an inadequate number of Life Sciences faculty, a faculty personnel committee (FPC) will be formed consisting of 5 members, including all eligible Life Sciences Faculty Members together with College of Natural Sciences faculty designated by the Dean of the College of Natural Sciences. The candidate may identify two Faculty Members from the College of Natural Sciences to be excluded from the FPC.

- C. *Term limits.* Elected members of the DPC may not serve more than three consecutive years as a regular elected member. Members that serve three consecutive years on the DPC must wait two years before they can be included on the DPC ballot.
- D. *Pre-merger hires.* Criteria and Guidelines allow tenure-track faculty that were hired by one of the former Departments of Biology, Botany, or Microbiology to choose to have their application reviewed under the criteria in effect for up to 2 years prior.

III. Procedures for Pre-tenure Contract Renewal

- A. *General.* Article X of the UHPA-BOR Contract, along with specific provisions in Article XII, provides general procedures for Contract Renewals during the probationary period leading up to tenure, and for those on non-tenure track, limited-term general fund appointments. A timeline for notification, either for continued appointment and new contract issue, or for termination is outlined in the UHPA-BOR Contract.
- B. *Application.* Probationary Faculty Members will submit a detailed CV, a progress report (3-5 pages recommended) documenting endeavors and accomplishments since their last renewal (or initial hire), a copy of the Faculty Member's letter of hire, and any other relevant supplementary documentation (e.g., MOUs) describing the Faculty Member's job duties to the DPC Chair. The complete DPC (9 members) will review, discuss, and vote on each application.

Faculty whose positions require teaching must provide evidence of effective instruction, including but not limited to summaries of course evaluations and student comments. Faculty whose positions require an active research program should include a summary of research activities, accomplishments, and funding in the progress report and CV. A candidate for contract renewal must have demonstrated involvement in service to the School and their profession. In addition to the progress report and CV, candidates may submit any additional documents supporting their application.

A tenure-eligible applicant for contract renewal should demonstrate a trajectory, with respect to teaching, research, and service, that is consistent with meeting the criteria for tenure at the end of the probationary period (see Section V., below). Specialist faculty, who may not be directly involved with teaching and/or research, must also provide similar evidence of ability to perform their primary duties as specified in their offer letter from UH Mānoa and any additional MOUs.

- C. *Evaluation and transmission of recommendation.* The UH Mānoa form entitled "Annual Evaluation/Contract Renewal Recommendation" which includes general instructions for assessments by the DPC and Department Chairs will be used for evaluations. The SoLS Director will transmit a copy of the DPC and SoLS Director assessments to the Faculty Member being evaluated before they are forwarded to the Dean. The UH Mānoa form includes a place for the signature of the candidate acknowledging receipt of the assessment and will be taken as confirmation that the member is aware of the nature and content of the assessment. In the case of non-reappointment, the applicant may request a meeting with the Dean to discuss the decision (see UHPA-BOR Contract).

IV. Procedures for Tenure and/or Promotion

- A. *General.* A candidate should notify the Director of their plans to apply for tenure and/or promotion early in the fall semester of the academic year that the formal application will be made (see Section II.A.) Although not required (see Tenure and Promotion Timetable

on the Academic Personnel section of the OVPAE website for application deadlines), early notification allows ample time for the DPC to secure external review letters.

- B. *Application.* Application materials for tenure and promotion will be distributed by the OVPAE to each academic unit in August. Each applicant for tenure and/or promotion will meet with the Chair of the DPC to review this document, and to discuss the timeline of the steps in the process. Each applicant is solely responsible for preparing their dossier, but may request guidance from their mentor.

Applicants will prepare a dossier as described in *Criteria and Guidelines*. In addition to the supporting materials listed in *Criteria and Guidelines* and any others that the applicant chooses to include, SoLS recommends that instructional faculty include the following components in the dossier:

1. Summaries of accomplishments, research products, and funding, including pertinent information on grants, *i.e.*, proposals submitted, funding awarded, and the applicant's role in each proposal's preparation and execution of any funded award (PI, co-PI, etc.). Applicants are encouraged to present evidence and discussion of the importance of their work.
2. Evidence that the applicant has created an inclusive workplace atmosphere of mutual respect among all participants. The teaching, research, and administration activities of the applicant should be rooted in a philosophy of inclusion that values diversity, takes into consideration co-workers and students with a wide range of backgrounds and learning styles, and challenges students to their best efforts.
3. Summaries and syllabi of courses taught at UH Mānoa. Applicants should indicate and describe the courses they have taught since the beginning of their faculty appointment (for tenure and/or promotion) or since their last review for tenure and/or promotion (for promotion to Professor).
4. Evidence of effective teaching, including, but not limited to, course evaluation summaries compiled by the applicant and selected student comments. Applicants may use whatever materials they think builds a strong case for effective instruction.
5. Names, degrees, and any graduation dates for all graduate students advised at UH Mānoa.
6. Lists of undergraduates and postdocs mentored in directed research projects.

Specialist faculty may or may not include these components, depending on the scope of their position as established in their original letter of hire. A bibliography of scholarly work is an important component of the dossier for Instructional faculty, and potentially for some Specialist faculty, for whom "scholarly work" may include products other than peer-reviewed publications. Section VII.D.2 of *Criteria and Guidelines* provides detailed instructions about required elements of this document.

- C. *Authorship and scholarship conventions.* Co-authorship and multi-authorship are common due to the collaborative nature of research. Candidates should specify their roles and contributions in co-authored and multi-authored publications.

- D. *External reviewers.* The purpose of external reviewers is to evaluate the professional accomplishments (depending on faculty classification) of the applicant in their field of work based on the materials supplied by the applicant. External evaluators should be professionally capable of assessing the applicant's work. Qualified external evaluators may not be excluded based solely on the perceived quality of their institution or agency of employment. Section VII in *Criteria and Guidelines* provides additional information about external reviewer selection and solicitation, including text that must be included in the letters sent to external evaluators by the DPC Chair.

Consistent with *Criteria and Guidelines*, the applicant will provide the DPC Chair with a list of three to five external (to UH System) peer reviewers, with a brief statement of any professional or personal relationship to each reviewer (typically there should be none). Additional names may be requested on an ad hoc basis if fewer than three external reviewers chosen by the applicant are able or willing to write a letter. All reviewers must be of rank equivalent to or higher than that being sought by the applicant. The DPC will also solicit and obtain an equivalent number of different external letters from additional reviewers. The applicant may submit a list of up to three names of those to be excluded as external reviewers.

External reviewers may not include:

1. The applicant's undergraduate and graduate advisors, committee members, and post-doctoral advisors.
2. Co-authors and collaborators on projects, such as papers, books, meeting presentations, courses and workshops, grant proposals in the last 7 years.
3. Co-editors of a journal volume, compendium, or conference proceedings in the past five years. Editorial board members (i.e., handling or Associate Editors) of a journal are not generally considered co-editors.

An applicant may provide the name of an external reviewer who was a collaborator or co-author on a multi-authored scholarly project in which the applicant and suggested reviewer had no meaningful professional or personal relationship. In these cases, the applicant should clarify the nature of the relationship for the DPC.

- E. *Materials provided to external reviewers.* Applicants will give the DPC Chair a detailed CV that will be sent to external reviewers, along with up to five representative pieces of work (e.g., publications, presentations, project reports, etc.). The CV should include the following:

1. Complete record of education and training.
2. Academic appointments showing all changes in tenure status and rank at UH and previous institutions.
3. Publication or product list that indicates postdocs, graduate, and undergraduate co-authors and collaborators.
4. Lists of professional presentations, such as talks, invited seminars, and symposia.

All faculty applicants are encouraged to include a short narrative (<3 pages) summarizing professional accomplishments since their hire or last tenure/promotion action. This may be more important for applicants whose professional accomplishments include those not as easily accessed as scientific publications listed on a CV. External referees are asked to evaluate the scholarly contributions of an applicant (see Section VII.E. of *Criteria and Guidelines*), so applicants should not include descriptions of teaching and service in the narrative.

- F. *Evaluation and recommendation.* The DPC and the SoLS Director will each prepare separate written evaluations of the candidate's dossier. Each member of the DPC will evaluate a candidate's dossier using the criteria outlined in *Criteria and Guidelines* and in this document (see Section VI, below). The DPC will meet to discuss the dossier and then vote on the application by secret ballot. The DPC will then draft a recommendation letter to the SoLS Director that includes a summary of the DPC's assessment and a report on the vote of the DPC. The DPC's summary plus letters of evaluation, will be attached to the dossier.
- G. *Transmission of recommendation.* The DPC and the SoLS Director must provide the applicant with a copy of their recommendations before they are forwarded to the Dean. If either or both recommendations are negative, the applicant will be permitted to withdraw their application or prepare a written response to either or both within ten business days after receiving the recommendations. If a tenure application is withdrawn by a Faculty Member in their terminal probationary year, they may only reapply if granted an extension by the Dean.

The DPC and/or the SoLS Director may act on a rebuttal made by the applicant, either making revisions as deemed appropriate, or not, at their discretion. The candidate will be shown the final version(s) of the recommendations of the DPC and SoLS Director. The SoLS Director will then forward the candidate's dossier including any rebuttals or revisions together with letters of evaluation and supporting materials and documents to the Dean.

V. Criteria for Tenure and Promotion to Associate Professor

- A. *General.* In addition to expectations in *Criteria and Guidelines* and this document, the original position description in an applicant's letter of hire and any other duties formally assigned in writing thereafter are important in establishing expectations for tenure and promotion. Applicants for tenure and promotion in SoLS are therefore encouraged to include in their dossier their original letter of hire, any relevant MOUs, and other records of changes in duties and responsibilities since their initial hire.

Most applicants for tenure and promotion in SoLS will be Instructional Faculty Members whose duties will include some combination of teaching, research, and service.

SoLS expects that a successful research program will include scholarship in the form of peer-reviewed scientific publications, products, and successful grant proposals. SoLS also defines scholarship broadly, to include the creation of knowledge as well as the integration, transformation, and/or application of knowledge to solve problems in a field of study, on campus, and in the wider community including evidence of engagement with other researchers outside the state of Hawai'i. Overall, the scholarly activities of an applicant for tenure and promotion must have a clear and important impact on their field of study.

Teaching includes instruction, course development and revision; advising, training, and mentoring students, and serving on graduate student committees and undergraduate honors committees.

Service includes using professional knowledge and expertise to improve or positively impact the structure and function of SoLS, the College of Natural Sciences (CNS), the University of Hawai'i, the State of Hawai'i, professional organizations, community agencies, other institutions, or the public.

Specialist faculty are hired for a variety of other SoLS functions, such as program development, extension, and outreach. A Specialist's dossier may not necessarily include grants, publications, and reports. Thus, a clear statement of the Specialist's duties when hired should be included in the dossier. Specialist faculty may advocate for their work with other products and in ways appropriate to the form and purpose of their position on the basis of their letter of hire.

Similarly, the relative importance of teaching, research, and service may differ for joint hires shared with other units. An applicant with a joint appointment should provide all relevant documentation that specifies additional criteria or mechanisms by which the applicant's work will be evaluated.

Consistent with *Criteria and Guidelines*, reviewers will consider the entire body of work of an applicant, but will assign the greatest weight to activities, accomplishments, and the pattern and rate of professional growth during the period since the applicant's initial hire at UH Mānoa.

In the majority of cases, the application for promotion to Associate Professor is accompanied by tenure, whereas tenure for Specialist Faculty may be applied for at several levels. The primary distinction between promotion and tenure in *Criteria and Guidelines* is that promotion is awarded to faculty that demonstrate excellence in their professional endeavors, but that tenure is awarded to individuals that are and can be projected to be highly productive and valuable Faculty Members for the duration of their employment at UH Mānoa. A consistent and growing record of professional accomplishments since their hire is an important indicator of future productivity.

- B. *Instructional faculty.* Consistent with *Criteria and Guidelines*, SoLS expects that Instructional Faculty Members applying for tenure and promotion must provide evidence

of an “increasing professional accomplishment as a teacher” and “versatility to contribute to all levels of the department’s instructional program.” SoLS further expects evidence that a tenured Faculty Member is well-prepared, has a mastery of the fundamentals of the subject matter, and one who creates an inclusive classroom atmosphere of mutual respect among all participants. Efforts should show clear promise of continued growth as a teacher.

Although applicants are not required to submit complete student evaluations for their courses, summaries of student evaluations and comments are important in this evaluation. Faculty are expected to use the University’s electronic course evaluation system for all non-research courses. In addition, teaching performance in SoLS will be considered in light of the kind of course (introductory or advanced, required or elective, large or small enrollment), how the course contributes to SoLS undergraduate and/or graduate curricula, and SoLS/UH Manoa student learning outcomes. Student evaluation data are important, but must also be viewed in a light that reduces bias and maintains diversity in the educational process.

In addition to classroom teaching, SoLS expects the applicant to demonstrate the ability to successfully mentor and teach in their own laboratory, including, but not limited to, mentoring graduate students and/or postdoctoral fellows, supervising undergraduates in directed research, and serving on committees for graduate students in other labs and departments. Students whose activities are recognized by awards, fellowships, grants, authorship on peer-reviewed publications, presentations at scientific conferences, or similar will also reflect positively on the applicant.

Criteria and Guidelines establishes that an applicant for tenure as an Associate Professor “should be well on the way to becoming an established scholar” in their discipline. SoLS expects that evidence of an emerging reputation as an established scholar in their field should include publications, grants, attendance and presentations at national meetings, and invited participation in meetings and symposia. Collaborative efforts often speak to the importance and relevance of a scholar’s work, but SoLS expects that an applicant for tenure and promotion should provide evidence of scientific leadership and scholarly identity. When applying for tenure and promotion in SoLS, an applicant should have led projects and publications in leading scientific journals in their field of study, and provided strong indicators of success in obtaining peer-reviewed external research funding. Overall, there should be clear indications of steady future productivity.

In addition to consistent scholarly production, publications must be evaluated based on the quality and importance of the work. Quality and significance of research products include evidence in letters from external reviewers, discussion and/or citation of the candidate’s work in reviews or other publications, invitations to speak at meetings or other institutions, funded grant proposals, solicitation of editorial or peer-review services, and any awards or honors for scientific achievements. External reviewers are of special importance in providing an objective assessment of quality and impact of the candidate’s work and promise for future research productivity.

The service expectations in *Criteria and Guidelines* are that a Faculty Member applying for tenure and promotion “...should have participated in the academic affairs of the University, such as through service on appropriate faculty committees and should have shown a willingness to use professional competence in the service of the profession and the general community.” SoLS similarly expects that even though most untenured Instructional Faculty Members need to focus on establishing their research and teaching, increasing service contributions (i.e., committee membership, not as Chairs) over time prior to tenure and promotion is expected. This may differ for some positions, such as for joint hires with other academic units in which greater emphasis is placed on service and/or research in the probationary period, as may be stipulated in letters of hire or MOUs associated with each position.

- C. *Specialist faculty.* As stated in *Criteria and Guidelines*, an applicant for tenure and promotion must demonstrate a “level of professional achievement and productivity in the field of specialization”, and “clear evidence of professional growth in the specialty.” The individual Specialist Faculty Member’s job description and any other SoLS or CNS guidelines (such as an MOU) should guide the DPC in their evaluation of the applicant’s professional activities, development, and service.

Like all faculty, Specialists are expected to remain current with developments in their specialty and expand their skills and knowledge to better serve students, the university, and the wider community. In some cases, it may be appropriate for Specialists to use research and/or quantitative analyses to better inform their programs and services so that policy programmatic decisions are consistent with the best interests of the institution, students, and faculty. Any expectations of research contributions should be documented in the applicant’s letter of hire.

VI. Criteria for Promotion to Professor

- A. *General.* Promotion to the rank of Professor is based on the same fundamental criteria used for promotion to the rank of Associate Professor: teaching, research, and service (as described in Sections IV & V). As with promotion to Associate Professor, there is no single measure that can be used to guide an FPC/DPC’s decision. Promotion to the rank of Professor can involve a number of different combinations of quantity, quality, and pace of scholarly and other academic activities.

Nevertheless, there are basic principles that should be applied uniformly in the review of all applications. Primarily, SoLS expects that applicants for promotion to Professor have advanced their professional stature at the university and in their own field or discipline beyond that at the time they were promoted to Associate Professor at UH Mānoa. As stated in *Criteria and Guidelines*, “satisfactory” performance as an Associate Professor does not guarantee promotion to Professor. Therefore, although the SoLS DPC and external reviewers will consider the entire body of work of an applicant for promotion to Professor, they will assign greater weight to activities, accomplishments, and the pattern and rate of professional growth during the period since the applicant’s last

tenure/promotion action (or hire if at the Associate rank) at UH Mānoa. SoLS also requires that the applicant should be a leader in academic affairs beyond the classroom and use expert knowledge and experience in the service to their profession and the wider community.

- B. *Research.* In addition to all of the expectations and types of documentation required for an applicant for promotion to Associate Professor (but since that promotion), *Criteria and Guidelines* requires that the scholarly achievement of instructional faculty applicants for promotion to Professor “should clearly place the Faculty Member at the forefront of the discipline or field.” SoLS expects this will be demonstrated in the letters from external reviewers. As their research programs grow, Instructional Faculty Members working at the rank of Associate Professor should have a record of steady scholarly productivity, consistently publishing papers in leading journals in their fields. Quality can be more important than quantity, but there must be sufficient quantity to demonstrate an expanded and significant level of scholarly impact within the applicant’s field. Books and invited scholarly contributions, organization of symposia and conferences, membership on grant review panels, editorial service for peer-reviewed journals, and other similar activities can attest to the reputation and expertise of the applicant in their field. Additionally, increasing grant support and/or serving as PI for larger grants is generally expected for promotion to Professor for instructional faculty, although the absolute level of funding support is considered secondary to that needed to build a highly productive and internationally-engaged research program. Candidates for promotion to Professor should highlight their successes in research funding over time, and discuss funding levels obtained in the context of funding needed for research in the candidate’s area of expertise.
- C. *Teaching.* Instructional faculty applicants should provide evidence of highly effective teaching at all levels of the SoLS instructional program and mastery of the subject matter. Evidence of effective teaching should follow the guidelines provided by *Criteria and Guidelines* and the previous section (Section V. B.) of this document.
- D. *Service.* Service that positively impacts SoLS, CNS, the University of Hawai‘i, the State of Hawai‘i, professional organizations, community agencies, other institutions and the public should increase since the applicant’s last tenure/promotion action. The successful applicant for promotion to Professor should demonstrate their leadership capabilities through productive committee service (often through chairships) and by participating on both SoLS and university-wide committees while at the rank of Associate Professor.
- E. *Specialist faculty.* *Criteria and Guidelines* expects that Faculty Members promoted to the rank of Specialist must “provide evidence of increasing productivity and professional maturity in the performance of duties” in their profession. Specialists must also provide evidence of “significant interaction and leadership with the broader professional community beyond the University.” As with an application to Associate Specialist, the dossier of an applicant to the rank of Specialist will not necessarily include grants, publications, and summaries of teaching evaluations, but will instead provide evidence of a level of professional productivity and achievement that places them at the forefront of

their field or discipline. Any expectations of research contributions should be documented in the applicant's letter of hire.

VII. Extension of the Probationary Period

- A. *General.* The probationary period for most Faculty Members (hired at classifications I-3 for instructional faculty and S-2 for specialist faculty) is five years. All eligible faculty must apply for tenure during their final year of probationary service according to a timetable provided by the OVPAE.
- B. *Requests to extend or shorten the probationary period.* The probationary period may be lengthened, shortened, or eliminated at the request of the Faculty Member, or upon the initiative of the Employer with the consent of the Faculty Member, but the total full-time probationary period cannot exceed seven years (see Section XII.C.2.b of the UHPA-BOR Contract). Extensions are usually granted when events beyond the Faculty Member's control prevent them from making adequate progress towards tenure. Extension requests are submitted to the Dean for approval. It is the responsibility of the Faculty Member to adequately demonstrate why the request should be granted. The documentation should include substantiation of circumstances that placed an unreasonable burden on the Faculty Member's ability to meet expectations for tenure. Lack of progress in itself is not considered a valid reason for an extension.
- C. *Leave and tenure clock stoppages.* Faculty may also go on leave under specific circumstances. For some leave requests, such as family and medical leave, the tenure-clock may be "stopped" for one year. A suspension of the tenure clock is not the same as an extension of the probationary period, such that a Faculty Member on leave for one year may also request an extension of the probationary period of up to two additional years, subject to approval by the Dean.
- D. *Consistency of tenure expectations.* Expectations in SoLS for achievements of tenure-eligible faculty will not increase for faculty that either extended their probationary period or for those whose tenure clocks were stopped, compared to faculty who apply for tenure on the regular timeline.

SoLS further recognizes that disruptions to some research programs can have long-lasting effects that cannot necessarily be effectively mitigated with simple tenure-clock adjustments. In that case, impacts of disruptions on the candidate's research program that could not be effectively mitigated by tenure clock adjustment should be explained within the candidate's dossier; the DPC should consider the impact of these disruptions on the productivity and progress of an applicant for tenure.

VIII. SoLS Director Selection

- A. *Selection.* Candidates for Director will be identified by tenure-eligible SoLS faculty through a search, either within SoLS or outside the school or college. As in Article X of the UHPA-BOR Contract (2021-2023) in force at the time of the application, the determination of the SoLS recommendation for School Director to the Dean shall be based on discussions from the entire tenured and tenure-eligible SoLS faculty. SoLS has determined that the recommendation to the Dean will be made by a majority vote. If the candidate that receives the most votes does not obtain a majority (50%+1), the recommendation for the Director will be chosen with a runoff between the top two (or more, in the case of ties) candidates. Only tenured faculty of rank 5 may be considered as candidates for director. Discussion of the candidates should take place at a faculty meeting announced at least one week in advance followed by voting by secret ballot. The full result of the vote will be sent by the current Director to the Dean. The Director of SoLS may be appointed to serve a three-year term. Appointment to the Director of SoLS may be recommended for renewal with majority faculty approval. The Director will make recommendations for Associate Director candidates that will also be submitted to the Dean via the same process.
- B. *Early termination.* If the faculty feel that the Director is unsatisfactorily executing the duties of Director, they can call for a faculty discussion, after which there may be a call (and second) for a vote for an early termination. The faculty may recommend early termination to the Dean with a vote in favor by 60% of the entire SoLS faculty (tenured and tenure-eligible), including those on leave or sabbatical. The result of this vote will be communicated to the Dean in writing by the most senior DPC member not serving as an Associate Director.