

Probationary Faculty:
Annual Evaluation/Contract Renewal Recommendation
University of Hawai'i at Mānoa

Name _____ Department/Division/Program _____

Classification/Rank _____ College/Institute _____ %FTE _____

Date of initial UHM appointment _____
Secondary Department/Division/Program (Joint appt) _____

Date of beginning of probationary period _____
Secondary College/Institute _____ %FTE _____

Current year of probationary period _____

Period covered by this evaluation: From: _____ To: _____
 (date of last review) (current date)

This evaluation should assess each faculty member's performance in accordance with Article XII, E. of the 2021-2025 UHPA-BOR/UH Agreement as follows: "...the Faculty Member's performance has been assessed for strengths and weaknesses and has been rated as satisfactory, that there is a continuing need for the Faculty Member's services at the University, and that the Faculty Member has made the professional improvement or has demonstrated the professional and personal qualities needed by the department.. .."

Please attach brief written narrative assessments of this faculty member's teaching, research and service (for Instructional faculty, Research, Specialist, Librarian, and Agent Faculty should be evaluated in appropriate categories). This narrative will be used solely for determining contract renewal and is not part of the tenure and/or promotion process. If your evaluation identifies concerns, it is suggested that you include specific comments to help this faculty member improve in the areas of weakness(es). In addition, please comment on the future need for the position each time the applicant is renewed (see the 2021-2025 UHPA-BOR/UH Agreement Memorandum of Understanding regarding "Future Need").

The Department Chair/Program Director **must** show the Annual Evaluations and Contract Renewal Recommendations document to the faculty member in person **before** it is forwarded to the Dean/Director. The Department Chair/Program Director should ensure that the faculty member acknowledges receipt by signing page 2. If this is not possible, please attach an explanation as to how these assessments were delivered to the faculty member.

Assessment by Department Personnel Committee

- A. Written narrative by appropriate categories
 (please attach)
- B. Overall rating: Satisfactory Unsatisfactory
- C. There is a future need for this position: Yes No
- D. Recommendation for annual renewal of contract:
 Renewal Non-renewal N/A*
 (*annual evaluation only,)

Assessment by Department Chair/Program Director

- A. Written narrative by appropriate categories
 (please attach)
- B. Overall rating: Satisfactory Unsatisfactory
- C. There is a future need for this position: Yes No
- D. Recommendation for annual renewal of contract:
 Renewal Non-renewal N/A*
 (*annual evaluation only,)

 Name of Department Personnel Committee Chair

 Name of Department Chair

 Signature of Department Personnel Committee Chair Date

 Signature of Department Chair Date

Probationary Faculty Member's Receipt of Annual Assessments

The following portions of the 2021-2025 UHPA-BOR/UH Agreement are provided for your information and understanding.

Renewal of Contracts During Probationary Period

Article XII Section E.1.:

Recommendations for renewal shall require that the Faculty Member's performance has been assessed for strengths and weaknesses and has been rated as satisfactory, that there is a continuing need for the Faculty Member's services at the University, and that the Faculty Member has made the professional improvement or has demonstrated the professional and personal qualities needed by the department, or similar considerations. A positive assessment does not necessarily assure renewal of appointment.

Probationary Period and Service

Article XII Section C.1.b.:

The probationary period ends by the granting of tenure, the refusal of tenure by the Employer, or the non-renewal of appointment. During this period, probationers do not have a claim to their position and the Employer, through its officers, may exercise its prerogative of non-appointment without a statement of reasons, except as provided in Paragraph I. of this Article.

Non-reappointment, Statement of Reasons

Article XII Section E.3.:

In a case in which the Employer has exercised its prerogative of non-reappointment, the Faculty Member may within twenty (20) calendar days of receipt of the written notification request a meeting with the Provost, Dean or other appropriate official.

Upon request, the Faculty Member will be advised orally of the reasons for the non-reappointment. Upon written request of the Faculty Member within ten (10) calendar days of the meeting, the reasons will be confirmed in writing.

Faculty Member's Acknowledgment:

I acknowledge reviewing all pages of this annual evaluation and the attached narrative assessments done by my Department Personnel Committee and my Department Chair. I realize that these are solely for determining contract renewal and are not part of the tenure and/or promotion process. I recognize that these are recommendations and that the final decision about the renewal of my contract will be made by my Dean/Director.

Signature of Faculty Member

Date

Dean's/Director's Decision (not applicable if for annual evaluation only)

A. There is a future need for this position (see 2021-2025 UHPA/UH Agreement) Yes No

B. Decision for annual renewal of contract:

Based on my review of the dossier and the recommendations from the Department Personnel Committee and Department Chair, the following is my decision for annual renewal of contract:

Renewal

Non-renewal

Name of Dean/Director _____

Signature of Dean/Director _____

Date _____