Tenure & Promotion

2023 – 2024

University of Hawaiʻi at Mānoa
Contact information

Office of the Vice Provost for Academic Excellence - Faculty Excellence group
acadper@hawaii.edu
Hawai`i Hall 209
go.hawaii.edu/Xir
“The general reasons for granting tenure are that the University has concluded that you are and will continue to be a productive and valuable member of your department, school/college, and campus, that your pattern of continuing professional growth is positive, and that the University anticipates a long-term need for your professional specialty and services…”

From Criteria and Guidelines for Faculty Tenure/Promotion Application, 2022
“Promotion represents important transitions in the faculty member's professional growth, development, and status. In general, competent or even superior performance in one area of activity or responsibility is not sufficient to justify promotion. It is expected that an applicant will demonstrate the level of academic achievement and reputation that is commensurate with the rank sought as found at major research universities...”

From Criteria and Guidelines for Faculty Tenure/Promotion Application, 2022
Policies, Criteria, & Guidelines

2021-2025 Agreement between UHPA and the UH Board of Regents

Executive Policy (E5.221) on classification of faculty

2023 UH Mānoa Criteria and Guidelines

Department Procedures and Criteria

Know these governing documents
Probationary periods, by classification

governed by the CBA, Article XII, Tenure and Service

<table>
<thead>
<tr>
<th>Faculty Classification</th>
<th>Rank 2-Junior</th>
<th>Rank 3-Assistant</th>
<th>Rank 4-Associate</th>
<th>Rank 5-Full</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional (I)</td>
<td>Not eligible</td>
<td>5 years</td>
<td>3 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Medical (M)</td>
<td>Not eligible</td>
<td>5 years</td>
<td>3 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Law (J)</td>
<td>Not eligible</td>
<td>5 years</td>
<td>3 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Researchers (R)</td>
<td>Not eligible</td>
<td>5 years</td>
<td>3 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Specialist (S)</td>
<td>5 years</td>
<td>5 years</td>
<td>3 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Librarian (B)</td>
<td>5 years</td>
<td>5 years</td>
<td>3 years</td>
<td>2 years</td>
</tr>
<tr>
<td>Agent (A)</td>
<td>5 years</td>
<td>5 years</td>
<td>3 years</td>
<td>2 years</td>
</tr>
<tr>
<td><strong>TENURE</strong></td>
<td><strong>PROMOTION</strong></td>
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<td>-----------------------</td>
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<tr>
<td><strong>Time in rank</strong></td>
<td>Can request to shorten or lengthen probationary period (Min 1 year; Max 7 yrs).</td>
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<tr>
<td></td>
<td>If lengthening, must undergo contract renewal in fall 2023</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Educational</strong></td>
<td>Minimum educational requirement of classification and rank (E5.221, Appendix A of Criteria &amp; Guidelines)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit written request for waivers to OVPAE by 8/25/2023.</td>
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</table>
Tenure-Track Faculty

Timeline
Hired after October 1

Hired post Oct. 1
Assessment
Contract 1
Assessment
Contract 2
Fall 2028: Apply for Tenure
- Notify chair of intent to apply
- Provide 3-5 names for external reviewers

Submit Dossier
Oct. 6

DPC
Internal deadline
Nov. 20

Dept. Chair

Dean
Jan. 2

TPRC
Jan. 31

Provost via OVPAE
TPRC decision notice: Feb./March

President's Decision
By June

- Effective Aug. 1
Exclusions

• According to the CBA, (Article XV.C), each candidate may exclude up to ten tenured faculty members from serving on the TPRC.

• You may elect not to exclude anyone.

• Due by Friday, November 10, 2023 directly to OVPAE. You will receive an email to complete the exclusions form.

• Exclusions are confidential.
• “each unit is to have developed Department Personnel Committee Procedures and may have additional criteria.”

• A copy of the approved DPC Procedures and any additional Department Criteria should be included in your T&P dossier.
MOU: No Abstentions

- Due to the importance of faculty perspective in T&P review, when a vote is taken of the DPC or the TPRC, “unless there are exceptional circumstances, there should not be abstentions; the votes should indicate the number of faculty in favor of the personnel action, and the number of faculty opposed to the action.”

- Faculty members having a conflict of roles should recuse themselves.
Compiling the dossier
Compiling the Dossier:

Logistics

**Electronic**
- Contact College Coordinator
- Training video at OVPAD: go.hawaii.edu/Xir
- A shared drive is emailed to you for dossier and supplemental materials. (Don’t use a personal drive)

**Hard Copy**
- Updated application
- Complete sections 1-4
- Each page should have name and page number
- Margins wide enough to ensure readability
- Bound in file folders or three-hole binders
- Can be double sided
- 8 copies (original + 7)

or

tenureandpromotion.hawaii.edu
Compiling eDossier:

Dossier

Forms linked under Help | Guidelines | Manoa

1. Employment Details
2. Criteria and Guidelines
3. Credentials and Experience

No Form Provided

4. Endeavors
5. Teaching Evaluations
6. Bibliography

Reviews

• DPC Assessment
• DC Assessment
• Dean Assessment
• TPRC Assessment
• Chancellor (Provost) Recommendation/Decision

Normally include (Yes/No) recommendation, written summary, and committee votes
Statement of Endeavors

Opportunity to speak directly to reviewers about your work

• Show how you meet the criteria
• Recommended: 9 pages or less
• For tenure, articulate future trajectory
• Emphasize activities since hire or since last promotion
• Write for readers unfamiliar with your field
• Highlight unique aspects and significance of accomplishments
Teaching
- High level of competence
- Evidence of a mature level of performance and the versatility to contribute to all levels of the departments instructional programs

Research
- Well on the way to becoming an established scholar
- Comparison peer group consists not only of departmental colleagues, but also the whole of the appropriate community of scholars active a major research universities
- Publication in major journals and presses in the field is of first importance in establishing the level of scholarly achievement

Service
- Faculty member should have participated in the academic affairs of the University
- through service on appropriate faculty committees
- Use professional competence in the service of the profession and general community

Manoa criteria for tenure (I)
Specialists/Librarians

• Demonstrate a level of professional achievement and productivity in field of specialization appropriate to rank
• “clear evidence of professional growth in specialty”; “established contributor to the standards, techniques and methodology of profession”
• Comparison group consists not only of local colleagues but the whole of peers active in same field at major institutes of higher education

Agents

• Level of professional achievement and productivity in extension service appropriate to the rank
• Comparison peer group consists not only of local colleagues but also the whole of the community of extension professional at major extension service programs nationwide

Manoa criteria for tenure
## Instructional - I faculty

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Research</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to demonstrate teaching effectiveness</td>
<td>How to demonstrate scholarship</td>
<td>How to demonstrate service</td>
</tr>
<tr>
<td>Course evaluations</td>
<td>Peer reviewed publications</td>
<td>Department committees</td>
</tr>
<tr>
<td>Demonstrate receptiveness to constructive criticism and feedback</td>
<td>Grant awards</td>
<td>Campus – Workshops, review panels, etc.</td>
</tr>
<tr>
<td>Curriculum development</td>
<td>Impact of scholarship</td>
<td>Professional community</td>
</tr>
<tr>
<td></td>
<td>Articulate authorship conventions</td>
<td>Wider communities</td>
</tr>
</tbody>
</table>

**Service**
- Department committees
- Campus – Workshops, review panels, etc.
- Professional community
- Wider communities
<table>
<thead>
<tr>
<th>Professional Activities</th>
<th>Scholarly Activities</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Research &amp; Evaluation</td>
<td>University</td>
</tr>
<tr>
<td>Program Development</td>
<td>Professional Development</td>
<td>Professional</td>
</tr>
<tr>
<td>Direct Client Services</td>
<td></td>
<td>Community</td>
</tr>
</tbody>
</table>
Generally, faculty concentrate on one or two of these aspects.
## Extension agents – A faculty

<table>
<thead>
<tr>
<th>Professional Activities &amp; Functions</th>
<th>Scholarly Activities</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Development</td>
<td>Extension &amp; Evaluation</td>
<td>University</td>
</tr>
<tr>
<td>Direct Service</td>
<td>Professional Development</td>
<td>Professional</td>
</tr>
<tr>
<td></td>
<td></td>
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</table>
Supporting materials

Appropriate materials depends on your classification

• Summary of teaching evaluations (graphs, etc.)
• Summary of workshops led (evaluation summary data)
• Examples of courses or programs developed
• Peer evaluations of contributions (ex. book reviews)
• Solicited letters of support from colleagues, students, etc.
• Bibliography

Create a list of your supporting materials.
Bibliography
an objective record of scholarship

• Separate published works, conference presentations and manuscripts into appropriate groups (use categories adapted to discipline)
• List most recent first
• Provide full citations
• Note and define “in press”; provide letter or contract, if possible
• Make a clear distinction between sole authored work and joint
Therefore, the absence of evaluations for Spring 2020 will not be held against any applicant in any personnel action.
Tenure and Promotion Review Committee (TPRC)

- Made up from the Faculty Personnel Panel
  - All tenured I and R faculty at ranks 4 and 5
  - All tenured S, B, A faculty at ranks 3, 4, and 5
- Faculty applicants can exclude up to ten (10) faculty from the TPRC
  - Sent directly to the applicant and returned directly to OVPAE – (typically beginning of November)
- Committee consists of 6-8 senior faculty
Final comments

- Select materials that are most significant
- Quality over quantity
- Carefully assess how to present works in progress
- Remember you have multiple audiences
- Have someone pre-review your dossier

For content questions: Consult your Department Chair, or colleagues in your Department

Office of Faculty Development and Academic Support: Faculty Mentoring Program’s Dossier library and eDossier library
The Office of Faculty Development and Academic Support
Faculty Mentoring Program
www.ofdas.hawaii.edu/fmp

Tenure & Promotion Dossier Library
Summer Dossier Series
Mentor/Mentee Pairing
The Writing Room & Virtual Writing Room
Questions?

Faculty Excellence
acadper@hawaii.edu

https://manoa.hawaii.edu/ovpae/academic-personnel/