



September 11, 2023

MEMORANDUM

TO: Mānoa Deans and Directors

FROM: Paul McKimmy *Paul B. McKimmy*
Interim Associate Vice Provost for Academic Excellence

Teresa Kono *Teresa Kono*
Program Officer for Faculty Excellence

SUBJECT: 2023-2024 Procedures and Timetable for Periodic Review of Tenured Faculty at Mānoa

In line with the general delegation of faculty personnel review to the Deans and Directors, you are requested to identify faculty in your units who are due for a review in 2023-2024. As described in the attached *2023-2024 Procedures for Evaluation of Faculty at UH Mānoa (revised 2023)* (Procedures), this review provides for the evaluation of faculty at least once every five years. Faculty who were last reviewed for tenure, promotion, periodic review, or last received a merit salary increase during academic year 2018-2019 should undergo periodic review in academic year 2023-2024.

Please note that faculty and students were not required to participate in course evaluations for Spring 2020, during the COVID-19 transition to online learning. Reviewers are reminded that the absence of course evaluations for Spring 2020 shall not be held against any faculty member in any personnel action, including periodic reviews.

To be clear, a faculty member whose last review (tenure, promotion, merit increase, periodic review) occurred in 2018-2019 should be reviewed this academic year 2023-2024.

Reviewed in	2018-2019
Year 1	2019-2020
Year 2	2020-2021
Year 3	2021-2022
Year 4	2022-2023
Review needed	2023-2024

2500 Campus Road, Hawai'i Hall 209
Honolulu, Hawai'i 96822
Telephone: (808) 956-5244
Fax: (808) 956-7115

Faculty in any of the following circumstances may be exempt from review in 2023-2024:

- 1) Faculty who have received tenure and/or promotion after 2018-2019.
- 2) Faculty who have been reviewed for promotion in or after 2018-2019 and received a positive recommendation for promotion by their department chair, despite not being granted promotion by UH.
- 3) Faculty who have received a merit salary increase after 2018-2019.
- 4) Faculty who have been reviewed in the periodic review process after 2018-2019.
- 5) Faculty who submit forms to retire by June 30, 2024. If the faculty member rescinds the application for retirement, s/he must submit documents for review within 30 days of the rescission.
- 6) Faculty on sabbatical or leave without pay during AY 2023-2024 who would otherwise be eligible for review this cycle. These faculty reviews may be deferred until 2024-2025.
- 7) Faculty who have submitted an application for a special salary adjustment based on merit or have submitted a dossier for promotion for AY 2023-2024 may have their review deferred until 2024-2025. If the application is denied, the faculty will be evaluated in AY 2024-2025.

Faculty who may apply for promotion this year (2023-2024) should **not** be removed from the list. Later, when the application period for promotion is closed, this list may be amended.

Please work with your Tenure and Promotion Coordinator and Department Chairs to review a listing of faculty potentially eligible for review in the AP Portal on the Faculty Excellence website. After you have logged-on to the website, please go to the Periodic Review Report and indicate the reason for exemption and year for review from the drop-down menu. Please identify faculty who are subject to the 2023-2024 review by **Friday, September 29, 2023**. For each of the faculty listed, indicate a reason for exemption (and specific review cycle) in the column to the right of the faculty member's name. If left blank, we will assume that these faculty are up for review in 2023-2024. For example:

Green, Sue	<u>P&T 2018-2019</u>
Hayashi, Mary	<u>Periodic review 2019-2020</u>
Lee, Eric	<u>Promotion 2020-2021</u>
White, Max	<u>Merit salary increase recd 2021</u>
Wong, Ted	<u></u>

Please ensure that your Tenure and Promotion Coordinator works with your Department Chairs to ensure Chairs are aware of faculty due for periodic review. The *Procedures* stipulate that your chairs or appropriate unit heads should notify these faculty who will be reviewed this coming year by **Friday, September 22, 2023**. These faculty must receive a copy of the *Procedures*, as well as the departmental expectations by which they will be assessed. Please ensure that these notification procedures are followed accurately and in a

timely way. Faculty should submit their academic profiles to their chair by **Friday, December 1, 2023** and chairs should complete their review by **Thursday, February 1, 2024** (see attached “Due Dates” and forms).

Should you need to propose special exemptions for individual faculty who would be otherwise eligible for this review, please forward these to Faculty Excellence in writing by **Friday, September 29, 2023**. We will consider each case on its merits and we will notify you if an exemption can be made.

As stipulated in the *Procedures*, statements of departmental expectations for five-year review are to be forwarded to Faculty Excellence. However, it is only necessary to forward these documents if they have been revised since last year. If so, please forward the latest version by **Friday, September 29, 2023** (attention Faculty Excellence, Hawai'i Hall 209).

Should you have any questions about the five-year review procedure, please contact Faculty Excellence (9569429 or acadper@hawaii.edu) or Teresa Kono (956-6072 or tmgkono@hawaii.edu). Thank you for your assistance on this matter.

Attachments

c: Provost Bruno
Executive Director Fern