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**School of Communication and Information**  
University of Hawai'i at Mānoa

**Procedures for Contract Renewal, Tenure, Promotion, and Periodic Review**  
Unanimously adopted by the SCI Faculty on September 29, 2023

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**ARTICLE I.**  
**PREAMBLE**

The School of Communication and Information (SCI) advances faculty excellence through scholarship, teaching, and service. SCI faculty members are regularly evaluated on those activities at the Program, School, College, and University levels. The faculty assessment process happens internally as guided by the UH Mānoa tenure and promotion procedures, and it is supported externally via peer evaluation of faculty members by scholars at other academic institutions.

Faculty appointment, contract renewal, and tenure and promotion are governed by the most current version of the Agreement between the [University of Hawai'i Professional Assembly](#) (UHPA) and the Board of Regents of the University of Hawai'i, referred to as the UH Faculty Agreement.

Decisions on contract renewals and on promotion and tenure of SCI faculty are rooted in a formal review of a faculty member's evidence of achievement in scholarship, teaching, and service for instructional faculty. Specialist faculty are evaluated according to the professional duties and expectations of their position, in addition to their scholarly and service activities. The Department Personnel Committee (DPC) of the SCI will undertake an assessment of the evidence following the procedures and based upon the criteria established by the University, the Mānoa Campus, the College, and the individual program within the SCI.

### **Section 1. Contract Renewal Process**

The contract renewal process is initiated by the School Chair (SC), who, in this context, may be viewed as the equivalent of a Department Chair (DC). The SC/DC will notify a candidate in writing of the pending evaluation and inform the candidate of the timeline and the deadline for submission of materials provided by the Office of the Vice Provost for Academic Excellence (OVPAE). A faculty member's performance is reviewed at the unit level by the DPC and the SC/DC independently. These reviews are shared with the candidate prior to being transmitted to the Dean of the College of Social Sciences for final determination on renewal.

### **Section 2. Tenure and Promotion Process**

The SC/DC will notify a candidate in writing of the pending evaluation and the deadline for submission of materials. Applications are reviewed by the DPC and SC/DC independently. After the DPC and the SC/DC prepare their independent evaluations, the SC/DC will notify the candidate of the recommendations. The complete dossier and recommendations will be forwarded to the Dean of the College of Social Sciences (CSS) for further review as per the UH Faculty Agreement, articles XII and XIV.

### **Section 3. Periodic Review**

Once a faculty member is granted tenure, a periodic assessment of that member is conducted minimally every five years. The SC/DC will notify the faculty member in writing of the pending evaluation and the deadline for submission of materials. Faculty members undergoing periodic assessment should provide the SC/DC with the following materials:

(1) An up-to-date curriculum vitae with accomplishments highlighted since the most recent promotion or review, and (2) a narrative review (approximately two pages, single-spaced) detailing accomplishments and contributions to the School, the university, the discipline, and the community, explicitly summarizing appropriate teaching, research, and other professional service activities during the period of review. Supporting materials, such as published peer-reviewed work, summaries of teaching evaluations, and external commendations, may also be included. This review is initiated and conducted by the SC/DC and governed by the procedures detailed in the UH Faculty Agreement.

## **ARTICLE II.**

### **CONVENING THE SCI DEPARTMENT PERSONNEL COMMITTEE (DPC)**

#### **Section 1. DPC Purpose**

The DPC evaluates the work of SCI faculty members for the purposes of contract renewal, tenure, and promotion.

#### **Section 2. Convening the DPC**

The DPC is composed of a DPC Chair and four tenured faculty members at or above the rank sought by the candidate being reviewed.

At a meeting of the SCI Faculty Congress in the spring semester of the previous academic year, the DPC Chair and two alternates will be chosen from a box containing the names of all School tenured faculty members at rank 5, excepting those who are on sabbatical leave during the fall semester. The SC/DC shall count the number of names being placed into the box. The names shall then be pulled blindly from the box by the SC/DC during a Faculty Congress and displayed to the faculty.

The first name pulled from the box shall serve as the DPC Chair during the following academic year. The second name pulled from the box shall serve as the alternate and the third name pulled shall serve as the second alternate during the following academic year. If the alternates are a member of the same unit as the DPC Chair, that name will be discarded and an additional name will be drawn from the box. Thus, the DPC Chair and the alternate will never be members of the same SCI unit. No active member of the tenured faculty at rank 5 has the right to refuse to serve as the DPC Chair if selected.

The SC/DC, though informed by the DPC report, is not a member of the DPC and reports to the CSS Dean an independent assessment of each faculty member applying for contract renewal, tenure, or promotion.

The DPC will be composed of five members: the DPC Chair and four faculty members at the appropriate rank from the same unit of the candidate being evaluated. All unit faculty are eligible to serve. Faculty on sabbatical may serve on the DPC if they can commit to fulfilling all the duties and obligations of a DPC member. If the DPC Chair is a member of the same unit as the candidate being evaluated, the first alternate will serve as DPC Chair on that candidate's DPC. If the first alternate is excluded by the candidate, the second alternate will serve as DPC chair on that candidate's DPC. Thus, the DPC Chair will never be from the same unit as the candidate being evaluated unless the alternate is excluded by the candidate.

If a unit has more than four faculty members who are eligible to serve, the DPC Chair will select four unit faculty to serve on the DPC in consultation with the unit's Program Director and the SC/DC. If a unit does not have four faculty members who are eligible to serve, additional SCI faculty will be selected by the DPC Chair in consultation with the SC/DC and the unit's Program Director. Thus, each candidate's DPC will consist of five voting members: the DPC Chair and four additional DPC members from the candidate's unit.

Candidates may exclude one eligible SCI faculty member from their DPC. That process requires an email notification to the SC/DC prior to the end of the spring semester before the university's dossier due date. If the candidate chooses to exclude the DPC Chair, the alternate will serve as the DPC Chair on that candidate's DPC. After the SC/DC receives the exclusion notification from the candidate, the DPC Chair or the alternate will select the four additional DPC members from the candidate's unit.

### **Section 3. Activities of the DPC Chair**

It is the role of the DPC chair to administer the process, including to convene the meetings, establish the agenda, move the meeting along, and conclude the evaluation process according to the timeline established by the OVPAE. The DPC Chair represents the DPC and is the voice of the DPC to the candidate and the SC/DC. All communication from the DPC Chair about DPC matters shall be conducted in an open and transparent manner and copied to all DPC members in a timely manner. All internal DPC communications must remain confidential. All DPC decisions will be determined by a majority vote of the members of the DPC, conducted by secret ballot.

During the evaluation process, the DPC Chair is the point of contact with the candidate, the SC/DC, and the OVPAE.

#### **Section 4. Deliberations of the DPC**

Everything discussed at a DPC meeting must remain confidential. All DPC members will adhere to strict confidence of information sources.

DPC voting will be done anonymously. Each member of the DPC will cast a single vote for each candidate. If a vote is taken, no abstentions will be permitted. If a majority of the DPC agree, the DPC has the right not to conduct a vote on tenure and promotion.

The candidate's assessment letter will then be drafted by the four members of the DPC chosen from the same unit as the candidate. The DPC will strive to arrive at a consensual appraisal of the candidate's professional achievements, but if that is not possible, then the letter should reflect fully the lack of consensus and the causes of it. In that respect, the letter shall reflect the views of all members of the DPC, including any specific statements that any DPC member wants to include in the letter. The final letter will be circulated to all members of the DPC, who will have three business days to review the document. If no substantive changes are proposed during this period, the DPC's final letter will be sent to the SC/DC for review and transmission to the candidate. If changes are proposed, the DPC will deliberate and determine whether or not to adopt any changes by a majority vote.

#### **Section 5. Recommendation of the DPC to the Dean**

The SC/DC will show the SC/DC's letter and the DPC's assessment to the candidate before transmitting all of this to the CSS Dean for the CSS Dean's subsequent assessment and decision. Candidates may compose and append a response and/or rebuttal that will be transmitted to the CSS Dean with the SC/DC and DPC assessments according to the timelines provided by the OVPAE.

### **ARTICLE III. TIMELINE FOR REVIEW**

#### **Section 1. Announcement**

In May, before the end of duty period during the academic year prior to tenure and promotion submissions, the SC/DC shall send out an email asking for colleagues to

declare their intention to seek tenure and/or promotion. To indicate an intention to go up for review, the candidate will submit a list of 6 potential external reviewers.

## **Section 2. Selection of External Reviewers**

The SC/DC will also identify a list of at least 6 external reviewers. The SC/DC will consult with the Program Director and members of the candidate's unit about appropriate external reviewers, but the SC/DC will make the final decision about which external reviewers shall be contacted. These lists should exclude individuals having a personal or professional relationship with the applicant that would reduce objectivity. The SC/DC will make the final decision about the School's list of external reviewers and handle all correspondence. Every effort will be made to secure an equal number of letters from the candidate's list and the SC/DC's list.

Candidates are encouraged to declare their intention to seek tenure and/or promotion in May; however, they may declare their intention as late as the last week of August (in accordance with the university determined deadline). During the summer, the SC/DC will begin contacting external reviewers in order to secure a commitment to review the file beginning in August.

## **Section 3. Submission of Materials**

Candidates for promotion and/or tenure must submit all documentation and materials as required in the appropriate University of Hawaii at Mānoa Criteria and Guidelines for Faculty Tenure/Promotion Application according to the Timetable published by the OVPAE.

Candidates should review the most recent Criteria and Guidelines for Faculty Tenure/Promotion Application to determine what materials are appropriate to provide to the external reviewers, and submit these materials to the SC/DC by August 31. The SC/DC will forward these materials to the external reviewers for evaluation following the procedures and timeline outlined by the OVPAE.