



August 20, 2024

**MEMORANDUM**

TO: Mānoa Deans and Directors  
Personnel/Administrative Officers

FROM: Paul McKimmy  
Interim Associate Vice Provost  
for Academic Excellence

A handwritten signature in black ink that reads 'Paul B. McKimmy'.

SUBJECT: Contract Renewal or Non-Renewal and Limited-Term Appointment or  
Non-Reappointment – **2024-2025 Timelines for Notifying Faculty**

This is the annual reminder of important dates related to the referenced subject. Timely performance assessment of and notification to faculty regarding their contract renewal, reappointment, or non-renewal or non-reappointment is good management practice. Notification requirements vary according to the type of faculty appointment, and, for probationary faculty, the year of service. The *2021-2025 UHPA/BOR-UH Agreement* (is available at [2021-2025 UHPA-BOR Contract - University of Hawaii Professional Assembly](#)) provides for multi-year contracts for probationary faculty and specifies critical deadlines for notification ([Article XII.E](#)). The date for notifying probationary faculty who are not renewed is January 30<sup>th</sup>.

The following provides definitions of the types of faculty appointments and the varying requirements for performance assessment and notification, particularly in cases where contracts will not be renewed.

I. PROBATIONARY FACULTY

“Probationary faculty” includes all eligible faculty<sup>1</sup> during the probationary period (see [Article XII.A and C](#)).

- A. ***Performance Assessment and Recommendation.*** Performance assessments and recommendations must be conducted during the

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<sup>1</sup>Eligible faculty do not include temporary appointees in General funded tenure-track positions. See “limited-term appointments.”

probationary period in accordance with Article XII.E and the Department or Division Procedures.

Tenure and Promotion Coordinators should provide probationary faculty with a contract renewal dossier in the edossier site. Faculty should assemble dossier materials as necessary, and review will take place within the edossier site similar to tenure and promotion review. (If special circumstances apply, units may contact [acadper@hawaii.edu](mailto:acadper@hawaii.edu) to request a hard copy contract renewal form.)

**It is extremely important to carefully evaluate faculty in the years prior to their application for tenure.** If it is determined that a faculty member is failing to meet expectations according to your department and college expectations, non-renewal should be recommended. Though such decisions are difficult, it is ultimately in the best interest of the department, college/school/unit, and university not to renew a faculty member at this stage rather than wait until the tenure application.

While probationary faculty in ranks 2 and 3 do not undergo a contract renewal in Year 3, the department may elect to conduct a review in Year 3 to provide the probationary faculty member with additional feedback, particularly if concerns were raised in the evaluation at Year 2. No recommendation for renewal, however, should be made as part of a Year 3 assessment. As a reminder: “A positive assessment does not necessarily assure renewal of appointment” (per Article XII.E).

- B. ***Notice to Faculty Relating to Non-Renewal of Probation.*** Article XII of the 2021-2025 UHPA/BOR-UH Agreement provides specific deadlines for written notification of intent to not renew contracts of probationary faculty. Deans and Directors are responsible for making the final decision and for issuing the letter of non-renewal.

**When the intent is to not renew the contract, timely notification requirements must be followed.** Probationary faculty in Year 2 are not entitled to a terminal year contract if the intent is to not renew them at the end of the contract period AND they are notified by **January 30** in accordance with Article XII. Please be aware that if they are notified of their non-renewal *after* the deadlines stated in Article XII, they are entitled to a terminal year contract. Probationary faculty in Years 4-7 whose contracts are not renewed are entitled to a terminal year contract.

- C. ***Timeline for Review.*** The period under review should include the time period since the last review. **All faculty members should be notified of the period under review.**



## II. FACULTY MEMBERS ON LIMITED-TERM APPOINTMENTS

Faculty on “limited-term appointments,” whether paid from General funds or not, are appointed to positions for a specific time period.

Faculty under this appointment should have their performance assessed annually to determine whether they are to be reappointed. Even faculty members on rolling three contracts should be assessed annually to determine if their contract will be rolled forward the third year.

Please utilize the form provided in the attachment to evaluate such faculty. A pdf file may be downloaded from [go.hawaii.edu/axU](http://go.hawaii.edu/axU)

Good professional practice dictates that “early notification” of non-reappointment be given when it is the intent of the Employer not to appoint faculty in the following year. We suggest that such faculty who will not be appointed in Academic Year 2024-2025 be notified in writing by the Dean or Director as early as possible.

Faculty members who are officially designated as “visiting” and who are tenured at another institution to which they are planning to return, should also be assessed to determine if their appointments are to be extended. If they will not be asked to return, they too should be informed well in advance of their appointment end date.

If you have any questions, please contact me at 956-4571 or at [acadper@hawaii.edu](mailto:acadper@hawaii.edu).

### Attachments

c: President Lassner  
Provost Bruno  
Executive Director Fern