



August 20, 2024

**MEMORANDUM**

TO: Mānoa Deans and Directors

FROM: Paul McKimmy  
Interim Associate Vice Provost for Academic Excellence

Teresa Kono  
Director of Faculty Excellence

SUBJECT: 2024-2025 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 2024-2025. As described in the [2024-2025 Procedures for Evaluation of Faculty at UH Mānoa \(revised 2024\)](#) (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 2019-2020 should undergo periodic review in academic year 2024-2025.

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 2019-2020 should be reviewed this academic year 2024-2025.**

<b>Reviewed in</b>	<b>2019-2020</b>
Year 1	2020-2021
Year 2	2021-2022
Year 3	2022-2023
Year 4	2023-2024
<b>Review needed</b>	<b>2024-2025</b>

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Faculty in any of the following circumstances may be exempt from review in 2024-2025:

- 1) Faculty who received tenure and/or promotion after 2019-2020.
- 2) Faculty who were reviewed for promotion in or after 2019-2020 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 2019-2020.
- 2) Faculty who have been reviewed in the periodic review process after 2019-2020.
- 3) Faculty who submit forms to retire by June 30, 2025. If the faculty member rescinds the application for retirement, they must submit documents for review within 30 days of the rescission.
- 4) Faculty on sabbatical or leave without pay during AY 2024-2025 who would otherwise be eligible for review this cycle. These faculty reviews may be deferred until 2025-2026.
- 5) Faculty who have submitted an application for a special salary adjustment based on merit or will be submitting a dossier for promotion for AY 2024-2025 may have their review deferred until 2025-2026. If the application is denied, the faculty will be evaluated in AY 2025-2026.

Faculty who may apply for promotion this year (2024-2025) 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 [Academic Personnel Online Admin site](#). After logging in, 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 2024-2025 review by **Friday, September 27, 2024**. 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&amp;T 2019-2020</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 all Department Chairs to ensure they are aware of those 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 20, 2024** (third Friday in September). 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 6, 2024** and chairs should complete their review by **February 1, 2025** (see attached “Due Dates” and forms).

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. Forward the latest version by **Friday, September 27, 2024** ([acadper@hawaii.edu](mailto:acadper@hawaii.edu)).

Should you have any questions about the periodic review procedure, please contact Faculty Excellence (956-9429 or [acadper@hawaii.edu](mailto:acadper@hawaii.edu)) or Teresa Kono ([tmgkono@hawaii.edu](mailto:tmgkono@hawaii.edu)). Thank you for your assistance on this matter.

#### Attachments

c: Provost Bruno  
Executive Director Fern