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**DEPARTMENTAL PROCEDURES & CRITERIA  
FOR CONTRACT RENEWAL,  
TENURE, AND PROMOTION  
AND FIVE-YEAR REVIEW**

**HONORS PROGRAM  
OFFICE OF THE VICE PROVOST FOR ACADEMIC EXCELLENCE  
UNIVERSITY OF HAWAI'I AT MĀNOA**

Revised 13 January 2022

**DEPARTMENTAL PROCEDURES GOVERNING CONTRACT RENEWAL, TENURE  
AND PROMOTION**

**1) PROCEDURES FOR CONTRACT RENEWAL**

- a) Formation of the Departmental Personnel Committee (DPC) or Faculty Departmental Personnel Committee (FPC)
  - i) The FPC will consist of five or more tenured faculty who will serve for the designated review period.
    - (1) As there may not be enough faculty in the Office of The Vice Provost for Academic Excellence (OVPAE) to form an FPC, and after drawing first from eligible faculty in OVPAE, candidates may then be asked to submit names of individuals who might be eligible to serve on the FPC for consideration and to be drawn from UHM tenured full-time Faculty Specialists, those from related disciplines, and other Faculty tracks at the appropriate review rank.
    - (2) Individual candidates will be given an opportunity to request exclusion of one FPC member if the candidate believes that a conflict exists that would prevent the faculty member's fair evaluation of a contract renewal application made by the candidate. The request must be received by the OVPAE within a week of the announcement of the potential FPC members.
  - ii) Any individual who is not a tenured Bargaining Unit 07 member is strictly excluded from voting for the tenure or contract renewal of another faculty member.

- b) General Requirements/Purpose of Contract Renewal
  - i) University requirements relating to length of faculty probationary periods, procedures and schedules for contract renewal or termination of appointment for non-tenured faculty are contained in the current Board of Regents (BOR) /University of Hawai‘i Professional Assembly (UHPA) Agreement.
  - ii) For Honors Program (HP) Faculty Specialists, the procedures described in this document are intended to aid in meeting the University’s requirement for assessment of the candidate before a contract is renewed but also to:
    - (1) Provide the candidate an opportunity to prepare an application that gives an overview of accomplishments and works in progress to assist the FPC in assessing strengths and weaknesses.
    - (2) Provide the candidate, the Department Chair, and the candidate’s colleagues an opportunity to candidly discuss the candidate's day-to-day performance and professional future, and to stipulate areas where improvements, if needed, should be made.
- c) Criteria for Contract Renewal
  - i) In general, a Specialist Faculty’s contract may be renewed if
    - (1) performance of assigned duties has been rated satisfactory
    - (2) there is a continuing need for her/his services, particular knowledge, and/or skills; and
    - (3) s/he has shown evidence of continued professional improvement and demonstrates professional and personal qualities needed for work in the unit commensurate with the level of appointment.
  - ii) The evaluation of the candidate’s performance will be based on the criteria outlined in the Department’s *Addendum A: Departmental Criteria for Contract Renewal, Tenure, and Promotion*.
- d) Timeline
  - i) In September, the FPC committee will be selected. Those selected individuals will be asked to serve on their respective committees for the designated review period.
  - ii) By September, the Department Chair will notify the candidate in writing that s/he is scheduled for contract renewal. In the letter, the candidate will be informed that materials for contract renewal should be submitted prior to the “notification of renewal deadline.”
- e) Review Steps
  - i) The FPC reviews the document submitted by the candidate and submits their assessment and recommendation to the Director/Department Chair. All final voting will occur by secret ballot.
  - ii) The Department Chair or Director reviews the assessment and recommendation of the FPC, and the material submitted by the candidate. The Chair/Director then completes an independent written recommendation regarding the candidate.
  - iii) The assessment and recommendation of the FPC and the Chair/Director will be made available to the candidate for review.
  - iv) The candidate meets with the Chair/Director and reviews the written assessment and recommendation of the FPC and the Chair/Director.
  - v) The entire document, assessment and recommendations are forwarded to the OVPAE.

- vi) The OVPAE, based on all the evidence, assesses and decides on contract renewal, completes the appropriate form, and notifies the candidate.

## 2) PROCEDURES FOR TENURE & PROMOTION

- a) Formation of the Faculty Personnel Committee (FPC)
  - i) The FPC will consist of five tenured faculty members whose eligibility is determined by the current BOR/UHPA agreement. Committee members will serve for the designated review period.
  - ii) As there may not be not enough faculty in the Office of the Vice Provost for Academic Excellence (OVPAE) to form an FPC, and after first drawing from eligible faculty in OVPAE, candidates may then be asked to submit names of individuals who might be eligible to serve on the FPC for consideration and to be drawn from UHM tenured full-time Faculty Specialists, those from related disciplines, and other Faculty tracks at the appropriate review rank.
    - (1) Individual candidates will be given an opportunity to request exclusion of one FPC member if the candidate believes that a conflict exists that would prevent the faculty member's fair evaluation of a tenure or promotion dossier made by the candidate. The request must be received by the OVPAE within a week of the announcement of the potential FPC members.
  - iii) Any individual who is not a tenured Bargaining Unit 07 member is strictly excluded from voting for the tenure or contract renewal of another faculty member.
- b) General Requirements/Purpose of Tenure/Promotion
  - i) The evaluation of the candidate's performance will be based on the criteria outlined in the Department's *Addendum A: Departmental Criteria for Contract Renewal, Tenure, and Promotion*.
    - (1) For tenure: The general reasons for granting tenure are that the University has concluded that the candidate
      - (a) is and will continue to be a productive and valuable member of the unit,
      - (b) has shown a pattern of continuing professional growth that is positive, and
      - (c) will contribute toward meeting a long-term need of the institution because of the individual's professional specialty and services.
      - (d) The applicant must also meet additional criteria established by the department.
      - (e) In addition the candidate must meet the specific criteria for Specialist Faculty as outlined in the current *Criteria for Contract Renewal, Tenure/Promotion Application, University of Hawai'i at Mānoa*.
    - (2) For promotion:
      - (a) In order to be considered for promotion, the candidate must meet the minimum qualifications established by the Board of Regents for the rank to which promotion is sought.
      - (b) The applicant must also meet additional criteria established by the department.
      - (c) In addition the candidate must meet the specific criteria for Specialist Faculty as outlined in the current "Criteria for Contract Renewal, Tenure/Promotion Application, University of Hawai'i at Mānoa."

- (3) Only Faculty Members of equal or higher rank of the applicant can vote on dossiers for promotions.
- (4) The Director/Chair shall not participate by voice, vote or presence, or in any other form of communication, in the deliberations of the FPC over individual tenure and promotion deliberations.
- c) External Referees for Tenure/Promotion
  - i) As part of the tenure/promotion process, external evaluations of each candidate's work will be included in the document.
    - (1) The candidate will be asked to provide the Department Chair with five names and addresses and email addresses of individuals who work in the field of Higher Education, Honors, Interdisciplinary Studies, First Year Programs, and Academic Advising or related, and who are not in the UH System and do not have a conflict of interest. The external evaluator should be able to make an objective assessment of the candidate. The Chair will also create a similar list of individuals.
    - (2) It is the obligation of the Department Chair to secure an equal number of external evaluations from both lists.
    - (3) An external evaluator should hold a position equivalent to the rank to which the candidate is applying for or a higher one.
    - (4) The candidate should not contact the possible external evaluators regarding the tenure and promotion process.
    - (5) The same basic cover letter soliciting the evaluation should be sent to each evaluator.
      - (a) The Department Chair should keep a copy of each letter.
      - (b) A curriculum vita will be included with the letter as well as other supporting materials, selected by the candidate in consultation with the Chair.
      - (c) The purpose of the request is to obtain an opinion about the contributions that the candidate has made and not to determine whether or not the candidate would receive tenure/promotion at another institution.
      - (d) The Department Chair should refer to the current *Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa* for the procedures for handling the evaluations from outside referees in order to maintain confidentiality.
- d) Confidentiality and Access to the Dossier
  - i) During deliberations, members of the FPC, and those in supervisory and administrative positions within the unit see privileged information. Access to a candidate's dossier is limited at each review step to those individuals deliberating on the dossier at that step. A candidate is advised to retain a copy of the dossier exactly as submitted.
  - ii) Information provided by external reviewers will be kept confidential. Any material submitted to the FPC relating to an individual's application becomes part of the dossier and must be retained and go forward with the document. In addition, no anonymous material will be accepted at any level of deliberation.
- e) Timeline
  - i) By September the FPC committees will be selected. Those individuals selected will be asked to serve on their respective committees for the designated review period.

- ii) By September, the Chair will notify the candidate in writing that s/he is scheduled for tenure review. In the letter, the candidate will be informed that materials for tenure should be submitted by the University deadline.
  - iii) By September, the Department Chair will begin the process of soliciting the names of external reviewers, and collect materials from the candidate to be included in the external evaluation process.
- f) Review Steps
- i) All steps of review will be held in accordance with the current *Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa*. At the FPC/DPC level, all final voting will occur by secret ballot.

### 3) GUIDELINES FOR FIVE-YEAR REVIEW

- a) The Honors Program at the University of Hawai'i at Mānoa hereby establishes the following procedures for review of its tenured Faculty Specialists.
- b) The guidelines that follow refer to and summarize parts of two different pre-existing documents:
  - i) *Procedures for Evaluation of Faculty at UH Mānoa* (Current Version)
  - ii) *Criteria and Guidelines for Faculty Tenure/Promotion Application University of Hawai'i at Mānoa* (Current Version)
  - iii) Information regarding the formation of the FPC specifically for Honors Specialist Faculty may be found in Sections 1.a. and 2.a. of this document: *Departmental Procedures and Criteria for Contract Renewal, Tenure, and Promotion, Honors Program, University of Hawai'i at Mānoa*.
- c) The Board of Regents Bylaws and Policy Section 9.213 establishes the general guidelines for periodic evaluation of faculty and provides for a review once every five years. Honors Program candidates identified for five-year review should read the *Procedures for Evaluation of Faculty at UH Mānoa* that describes this review process.
- d) As stipulated by the Procedures for Evaluation of Faculty, appropriate Department leaders will notify, no later than September 1, those faculty members who are to be reviewed. Candidates for five-year review (described in the next section) should turn in their review materials by December 1.
  - i) Specialist Faculty identified for five-year review will submit a curriculum vita, resumé, or professional profile describing their professional activities since their last review (e.g., application for tenure, promotion, five-year review, etc.). This written document should reflect the Department's mission, requirements, and expectations for the Specialist Faculty's rank or classification. Materials submitted by Specialist Faculty should address the following categories detailed in Addendum A: *Departmental Criteria for Contract Renewal, Tenure, and Promotion*:
    - (1) Professional Activities and Functions
    - (2) Scholarly Contributions and Professional Development
    - (3) University and Community Service
- e) It is expected that faculty will continue to perform at the professional level at which they were tenured or to which they have been promoted. Therefore, candidates should also submit evidence for evaluation as to whether they meet the criteria/guidelines for their rank or classification, as outlined in the current *Criteria and Guidelines for Faculty*

*Tenure/Promotion Application* (Current Version). Evidence bearing on the criteria described by the following standards should be submitted, according to the job level being reviewed:

- i) All Specialists (S-2 through S-5)
  - (1) Professional achievement and productivity.
  - (2) Professional growth in the specialty.
  - (3) Service to the professional and lay communities.
  - (4) Ability to work effectively with faculty, staff and administrators.
- ii) Assistant Specialists (S-3)
  - (1) Competence, productivity and continued professional achievement and maturity.
  - (2) Performance of duties calling for independent professional judgment in the field of specialization.
  - (3) Indication of the capacity to supervise clerical help as appropriate.
- iii) Associate Specialists (S-4)
  - (1) Continued professional maturity in the professional specialization.
  - (2) Ability to competently exercise independent professional judgment.
  - (3) Ability to supervise the work of assistants as appropriate and to plan and organize assigned activities.
  - (4) Professional achievement that reflects his or her stature as a contributor to the standards, techniques and methodology of the profession.
  - (5) Interaction with the broader professional community beyond UH-Mānoa.
- iv) Specialists (S-5)
  - (1) Continued productivity and professional maturity.
  - (2) Ability to competently exercise independent professional judgment.
  - (3) Evidence of successful planning and organization of assigned activities, including the supervision of assistants if appropriate.
  - (4) Professional achievement that establishes his or her stature as a substantial contributor to the standards, techniques and methodology of the profession.
  - (5) Evidence of significant interaction and leadership with the broader professional community beyond the University.

#### 4) **AMENDMENTS TO THE DOCUMENT**

- a) As indicated in the current BOR/UPHA Agreement, amendments to the Department Procedures Governing Contract Renewal, Tenure, and Promotion procedures may be recommended from time to time at the discretion of the Department.
- b) The proposed amendments shall be sent through the (Interim) Vice Provost for Academic Excellence, to the Provost and UHPA for review and approval, which shall not be unreasonably withheld. Approved amended procedures shall be filed with the UHPA and the Assistant Vice-Chancellor. If there are any changes, the applicant will have the option for a period of two years to select whether the current or newly revised set of procedures are to be used by the FPC.

*Rev. January 2022*