

University of Hawai'i
College of Education
Department of Curriculum Studies

**PERSONNEL POLICIES AND PROCEDURES FOR
CONTRACT RENEWAL, TENURE AND PROMOTION**

Section I
Department Chair

A. Responsibilities

The Chair is responsible to the Dean of the College for the following functions as they apply to the department: providing the courses required by the curricula of the various colleges; preparation of the department budget; expenditure of funds allocated to the department; recommendations for reappointments and for appointments to unfilled positions; recommendations for promotions; rating of faculty members not on permanent tenure; assignment of courses and proper departmental balance of teaching load; textbook orders; supervision of instruction; direction of graduate assistants; assistance with registration during both the academic year and the summer session; improvement of instruction and encouragement of research; implementing University rules limiting "overload" teaching and other compensated work. [EP 5.219.]

B. Procedures for Recommending Department Chair

In the final year of the current Chair's term, the DPC Chair will solicit nominations from all tenure-track faculty in the Department. Nominations should be for tenured (or tenure-track) faculty at Rank 4 or 5. It is the responsibility of the person nominating to ensure that the nominee agrees; faculty may self-nominate or decline the nomination.

The DPC Chair creates a ballot (if necessary), conducts the vote, and counts the ballots. All bargaining unit faculty members are eligible to vote; voting is by secret ballot. The recommendation for Chair shall be based on a majority vote of all bargaining unit Faculty Members in the Department (CBA X.B).

By the end of Spring semester, or in the timeframe specified by the COE Dean's office, the name of the person with the most votes is submitted as a recommendation to the Dean of the College of Education, who will then appoint the Chair of the Department of Curriculum Studies.

C. Conflicts of Interest

Conflicts of interest occur when the Chair has some personal stake in decisions impacting another faculty member in the department. Where the Chair may have a personal relationship or another source of real or perceived bias with another

department faculty member, the DPC Chair may be designated as Acting Chair for purposes of periodic review and/or workload assignment. For contract renewal and tenure and promotion, the DPC Chair may be tasked to take on coordination functions such as securing external reviewers; however, applications will move forward without a Department Chair assessment.

Section II Department Personnel Procedures GENERAL STATEMENT

The procedures and policies set forth in this document are designed to ensure that all faculty are treated equitably in matters related to contract renewal, tenure, and promotion. All criteria and procedures herein are intended to comply with current University of Hawai'i Board of Regents (BOR) Policies, Executive Policies, and the Collective Bargaining Agreement (CBA) between the BOR and the University of Hawai'i Professional Assembly (UHPA). It is understood that all policies and procedures must be consistent with University tenure and promotion policies, Mānoa procedures, and the BOR-UHPA CBA. The current minimum requirements for departmental procedures are that they shall provide for (a) secret ballot voting at all final votes; (b) strict exclusion from voting of any individual who is not a tenured bargaining unit 07 member over tenure or contract renewal of another faculty member; (c) allowing only faculty members of equal or higher rank than the applicant to vote on applications for promotions to a particular rank; and, (d) procedures for orderly review of dossiers at the Department level.

A. Guidelines for the Operations of the Department Personnel Committee (DPC)

1. Eligibility

- a. All tenured faculty are eligible for membership on the DPC. Tenured faculty members under consideration for promotion may not serve on the Committee.
- b. The Department Chair is not eligible for membership on the DPC.

2. Composition of the DPC

- a. The DPC will be composed of five tenured rank faculty of the rank aspired to and/or above by the applicant by a vote of the tenured and tenure-track faculty. Four members will be from the Department of Curriculum Studies.

An external tenured faculty member of the rank aspired to and/or above by the applicant and from bargaining unit 07 shall be invited to serve as a fifth member. Consistent with other policies and practices here articulated, this person will have full discussion and voting rights on all actions. As part of the voting procedure for the DPC, faculty will nominate possible external members. The Department Chair will send the list of external nominees to each faculty member in the form of a secret ballot. The Department Chair will count the votes and contact nominees in rank order until one agrees to serve.

Each faculty member applying for tenure and/or promotion may select a maximum of 3 people with appropriate expertise to serve as consultants to the DPC. The list of names must be submitted to the Department Chair at least two weeks before deliberations begin. Consultants will be contacted as needed by the DPC and will not join committee deliberations or vote on personnel actions. Any individual invited by a candidate to serve as a consultant will show expertise by submitting a curriculum vitae to the Department Chair for approval.

- b. DPC members will be elected by secret ballot and will elect a chair in the spring semester or start of the fall semester. The first meeting of each academic year is to be held in a timely manner. The Department Chair will be responsible for holding elections and convening the first meeting of the DPC. The Department Chair will count the ballots.
- c. The Chair of the DPC will be elected by the membership of the DPC from among the members of the Committee.
- d. Service on the DPC is a faculty obligation. Faculty members may, under certain extenuating circumstances, such as illness or family emergency, seek permission from the Department Chair to have their names removed from the list of those eligible for election. A request from a faculty member who has served the previous three or more DPC terms will also be considered if there are enough eligible faculty. Such permission must be sought in writing.
- e. Per Article XII, G, 2, j, faculty members participating in all Personnel Committees have the responsibility for avoiding conflicts of roles by recusing themselves from the process when such conflicts exist.
- f. Department or Division Chairs and other bargaining unit members serving in similar capacities, such as those with the title of Director, shall not participate by voice, vote, presence, or in any other form of communication in the deliberations of the DPC over individual tenure and promotion applications.
- g. Should a faculty member opt to write their dossier in Hawaiian or Hawaiian/English, the Department Chair, with consultation with 'Āinahou, will convene a committee of peers with the level of fluency in 'ōlelo Hawai`i the Hawaiian language necessary to make a fair assessment.

3. Term of Office

- a. Members of the DPC will be elected for one year commencing on August 1. Members may be elected to subsequent terms of service on the Committee.
- b. The DPC Chair will be elected for one full year and may also serve successive terms if so elected.

4. Replacement of DPC Members

- a. The department faculty member receiving the fifth highest number of votes will be the alternate DPC member. The alternate will serve as described below and in other circumstances as needed.
- b. An applicant for personnel action may ask the Department Chair to replace one member of the DPC with the alternate when their case is under consideration. The alternate will substitute for the replaced member in all discussion and voting regarding the candidate who requested the change. This request must be made in writing to the Department Chair by October 1.

5. General Obligations of the Departmental Personnel Committee

- a. The DPC will provide a written assessment of the strengths and weaknesses of each applicant. Recommendations for the personnel action will be based upon these assessments. The application will be judged according to the Criteria outlined in Section II of this document.
- b. All discussion within the DPC shall be kept confidential.

6. Responsibilities of Department Chair and DPC Members Regarding Personnel Actions

- a. The Department Chair is responsible for ensuring that new faculty members receive a copy of the Personnel Policies and Procedures for Contract Renewal, Tenure, and Promotion within the first two weeks of employment. The Department Chair shall provide all relevant documents relating to contract renewal, tenure, and promotion to new faculty and applicants as soon as the documents are available.
- b. Deliberations and actions of the DPC relating to specific faculty personnel actions shall be confidential. Committee members are under an obligation to preserve this confidentiality. There shall be no recordings of DPC discussions. The applicant shall not attempt to influence or communicate with the committees or their members regarding the review of their application.
- c. DPC members are expected to be thoroughly familiar with Department, Mānoa, and University policies and procedures relating to contract renewal, tenure, and promotion. The DPC will consider the evidence presented in the dossier and minimally "make one (1) written assessment of the strengths and weaknesses". The DPC will deliberate and conduct a secret-ballot vote to recommend or not recommend the proposed tenure and/or promotion. An explanation of this recommendation should be appended to the assessment of strengths and weaknesses. The DPC may also choose to include a minority opinion in their assessment. Based upon the DPC's confidential discussion, deliberation, and secret-ballot vote, the DPC Chair will upload the DPC's assessment and record the DPC's vote, in the eDossier system.

- d. The Department Chair will convene the initial meeting of the DPC, but leave before the meeting begins. At this meeting, the Committee will elect a Chair (see 2 b. above) and assign a Committee Liaison to each faculty member who is being considered for a personnel action such as tenure, promotion, or contract renewal. The DPC Chair will inform applicants the name of their liaisons and about the DPC requirements, procedures, and deadlines pertaining to the personnel action under consideration.
- e. The Liaison will contact the applicant within 2 weeks of the DPC chair's initial communication with the applicant. The liaison may act as the principal source of communication between the applicant and DPC until such time as the DPC completes its written recommendation.
Responsibilities of the DPC Liaison may only include:
 - i. Providing procedural information to the applicant during the DPC process.
 - ii. Drafting the DPC letter that is reviewed by, edited, and then agreed on by the DPC.
 - iii. Relaying the committee's revisions and final recommendation.
There should be no discussion of DPC proceedings or debate.
- f. A candidate may request a change in liaison to another member of the DPC, excluding the DPC Chair, via communication and consultation with the department chair. The Department Chair communicates the decision to the DPC Chair.
- g. It is the responsibility of the DPC Chair to meet with each applicant at the conclusion of the DPC deliberations with respect to that applicant, and to provide each applicant with a copy of the written evaluation and recommendation of the DPC, including the outcome of the DPC vote. The applicant is required to sign an acknowledgment that these steps have been taken. ([Link to "DPC Acknowledgement Form"](#)). The DPC Chair will upload the DPC's assessment and record the DPC's vote in the eDossier system.
- h. Each applicant meets with the Department Chair to discuss the Department Chair's assessment and recommendation, and signs an acknowledgment that this meeting has occurred. ([Link to "Department Chair Acknowledgement Form"](#)) The Chair will upload their assessment in the eDossier system.

B. Guidelines for Evaluating Contract Renewal Applications

- 1. **The Department Chair and DPC responsibilities with regard to contract renewal applications**
 - a. The reappointment recommendation form for each contract renewal applicant is initiated by the Department Chair, who then passes it to the DPC Chair.

- b. The DPC assesses each applicant's contributions in (1) the areas of teaching, research, and service for Faculty (I or F) or (2) the areas of professional activities, research/scholarly activities, service activities, and areas specific to their job description for Specialists (S), and by majority vote recommends renewal or non-renewal of contract to the College Dean.
- c. After the DPC members have reviewed the applicant's documentation prior to a vote, an applicant may be given the opportunity to make minor revisions, edits, and additions to their application/dossier at the recommendation of the DPC. The applicant's liaison communicates the DPC recommendations to the applicant. The applicant can choose to accept or decline the DPC recommendations. If the applicant chooses to make revisions, the DPC determines a resubmission date and the applicant's liaison notifies the applicant of the date. The DPC assesses the revised application/dossier. If the applicant declines the DPC recommendations, the DPC will vote on the original applications/dossier submitted.
- d. DPC members shall vote by secret ballot to recommend renewal or non-renewal of contract to the College Dean.
- e. The DPC Chair then meets with the applicant to communicate the evaluation and recommendation of the DPC, obtains the applicant's signed acknowledgment and returns the reappointment recommendation form and the signed Acknowledgement Form to the Department Chair. ([Link to "DPC Acknowledgement Form"](#)). The DPC Chair will upload the DPC's assessment and record the DPC's vote in the eDossier system.
- f. The Department Chair makes a written assessment of the applicant and includes a written recommendation for either renewal or non-renewal of contract. The Department Chair meets with the applicant, communicates the Chair's assessment and recommendation, and obtains the applicant's signature. ([Link to "Department Chair Acknowledgement Form"](#)). The Chair will upload their assessment in the eDossier system.

2. **Relevant Procedures**

- a. Tenure-track faculty in the second, fourth and each subsequent year of their probationary service are currently required to submit an application for contract renewal. The DPC and Department Chair are required to forward the eDossier evaluation and a recommendation for renewal or non-renewal to the Dean. Limited-term faculty appointments, as described in CBA XIII.C, should be evaluated annually by the DPC, or Principal Investigator in the case of extramurally funded appointments. This recommendation will be provided to the Department Chair.
- b. No recommendation for renewal or non-renewal is made in the case of tenure-track faculty in the first and third years of their probationary service. It is in such faculty members' interests, however, to seek a review under the three categories in B. 1. b. above. Should tenure-track faculty in

this circumstance seek such a review both the DPC and the Department Chair will provide feedback without making any recommendation.

- c. In September of each year the Committee will meet with all contract renewal applicants to discuss application procedures and to communicate application deadlines.
- d. The Committee will meet to discuss each application and to compose a written evaluation of the applicant's teaching, scholarship, service and/or performance in relationship to their job description. The evaluation will provide details of the faculty member's performance in each of these areas.
- e. The DPC will make a recommendation regarding the candidate's contract renewal. To make such a recommendation, each of the five members of the Committee will vote to either support or not support the application after an open discussion of the applicant's strengths and weaknesses. The vote will be by secret ballot.
- f. The Committee evaluation will include a recommendation for renewal or non-renewal of the applicant's contract. (See A. 6. above for details.)

C. Guidelines for Evaluating Tenure & Promotion Applications

The purpose of the DPC review of tenure and promotion applications is to read each applicant's document and other related materials (e.g., teaching evaluations, research papers, service records), assess the applicant's performance in the areas of teaching, scholarship, and service for Faculty (I or F), and the areas of professional activities, research/scholarly activities, service activities, and areas specific to their job description for Specialists (S). The DPC then provides a written assessment of the applicant providing details of strengths and weaknesses in each of the areas based on criteria outlined in Section II and/or criteria specified in the applicant's job description.

1. External reviews

- a. The Department's policy for external reviews must meet the most recent UHM Criteria and Guidelines For Faculty Tenure/Promotion.
- b. Departments are required to seek external evaluations of each applicant's work. Evaluators must hold the rank for which the applicant is applying or higher and be professionally capable to assess the applicant's work objectively and comment on its significance in the discipline. External reviewers may know the applicant, but cannot have a close working relationship with the applicant; have been on the applicant's dissertation committee; and/or have co-authored a publication with the applicant within the past five years

When an external evaluator is at an institution other than a university or college, the Department Chair should explain in the external reviewer listing submitted why that evaluator was selected. In circumstances where the classification or tenure system at the reviewer's institution does not match that of UHM, the Chair should seek reviewers that most closely

reflect the rank and status sought by the applicant. For example, if the reviewer's institution does not have a tenure system, then tenure is not required - but they should be at a comparable professional level and able to speak to the scholarly work of the applicant.

The applicant must submit the name, rank, and complete contact information of up to 10 respected scholars in the applicant's field, preferably from Research I institutions, who are not faculty at UH Mānoa to the Department Chair by May 1. In circumstances where the applicant works in a field that is almost exclusive to the University of Hawai'i system, applicants may include qualified reviewers from the UH system. Since evaluators should be able to assess the applicant's work objectively, thesis/dissertation advisors may not serve as external reviewers. Conflicts of interest occur when a reviewer has some personal stake in the outcome of an applicant's application, or when a reviewer holds multiple roles with respect to the application that could reasonably be expected to generate conflicting perspectives for a review. When a conflict of interest may exist with an external reviewer, the Chair shall remove their nomination and may request an additional name from the applicant or the DPC as appropriate.

Applicants should not contact possible evaluators. Candidates are strongly encouraged to submit their external review packets to the Department Chair by June 1 to increase the likelihood of an adequate external reviewer pool.

The Department Chair will consult with the Chair of the DPC to add to the applicant's list for a total of 5-10 names of other known scholars who can evaluate the applicant's work. It is the responsibility of the Department Chair to secure evaluations. The Department Chair should attempt to secure a nearly equal number of evaluations from the applicant and DC/DPC Chair lists. (See Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa.)

- c. The applicant may submit a digital external review packet to the Department Chair and may be asked to submit paper copies if requested by reviewers. Submission by June 1 is strongly encouraged so reviewers have adequate time to write their assessments.

2. Evaluation of Applicant by the DPC

- a. Based on the dossier and supporting materials submitted by the applicant and evaluations submitted by external reviewers, the Committee shall evaluate the applicant's documentation for tenure and/or promotion with a written evaluation and recommendation.
- b. After the DPC members have reviewed the applicant's documentation prior to a vote, an applicant may be given the opportunity to make minor revisions, edits, and additions to their application/dossier at the recommendation of the DPC. The applicant's liaison communicates the DPC recommendations to the applicant. The applicant can choose to accept or decline the DPC recommendations. If the applicant chooses to

make revisions, the DPC determines a resubmission date and the applicant's liaison notifies the applicant of the date. The DPC assesses the revised application/dossier. If the applicant declines the DPC recommendations, the DPC will vote on the original applications/dossier submitted.

- c. All discussion within the DPC shall be kept confidential.

3. **Voting**

- a. DPC members shall vote by secret ballot to recommend or not recommend the personnel action. DPC members may not abstain from voting on tenure and promotion applications.

4. **Communicating the results of the vote**

- a. The DPC Chair will meet with the applicant to communicate the results of the vote (including the number of positive and negative votes).
- b. A written summary of the Committee's evaluation will be shown to the applicant by the DPC Chair and attached to the applicant's documents.
- c. The DPC Chair will seek acknowledgement by signature from the applicant that the procedures in 4. a. and 4. b. have been followed. The signed Acknowledgement Form is sent to the Department Chair. ([Link to DPC "Acknowledgement Form"](#)).
- d. The DPC Chair will upload the DPC's assessment and record the DPC's vote in the eDossier system. A copy of the written assessment and the results of the vote shall be sent to the Department Chair.
- e. The Department Chair makes an independent assessment of the applicant's documents and appends the assessment, which includes a recommendation, to the applicant's document. The Department Chair communicates the assessment to the applicant and seeks an acknowledgment by signature that these procedures have been followed. ([Link to "Department Chair Acknowledgement Form"](#))
- f. The Department Chair will upload their application documents and appended recommendation and summary in the eDossier system.

D. **Guidelines to Applicants for the Preparation of Personnel Documents**

1. **General**

- a. It is the responsibility of the applicant to make themselves familiar with these guidelines.
- b. Applicants must submit their application by the announced deadlines. A memo notifying eligible faculty of the deadlines for submission will be sent to faculty from the Dean via the Department Chair. Deadlines are posted online by the Office of the Vice Provost for Academic Excellence (OVPAE).

- c. Applicants are strongly advised to attend OVPAE informational meetings in the years in which they are applying for personnel action.

2. Contract Renewal

- a. In the first and third years of their probationary period in the Department, tenure-track faculty may submit a report of their teaching, scholarship, and service for review by the DPC and Department Chair. In the first year, student evaluations and peer reviews are not needed because the deadline for applications is prior to the end of the first semester. In the third year the report should represent an applicant's cumulative record of teaching, scholarship, and service activities. The reviews made by the DPC and the Department Chair will not contain recommendations and should be discussed with applicants.
- b. In the second, fourth and subsequent years, applications for contract renewal will represent a cumulative record of the applicant's teaching, scholarship, and service activities. The aim should be to develop a dossier that can eventually be used for tenure and promotion applications.
- c. The applicant is encouraged to visit the University of Hawai'i Tenure and Promotion online system (<https://tenureandpromotion.hawaii.edu/tnp/>), also known as eDossier, that endeavors to promote consistency in dossier presentation and to achieve efficiencies in the review process.

3. Tenure and Promotion Applicants

- a. As per section C. 1. b. above, applicants are responsible for supplying the name, rank, address, email, and telephone number of 5-10 potential external reviewers to the Department Chair by June 1 of the year of application. The applicant should not contact the people on this list.
- b. Applicants are encouraged to prepare and submit their documents well in advance of University deadlines. The DPC will only consider timely, completed applications.

E. Instructor (I2) In-rank Promotions

Faculty will be evaluated according to the general criteria and requirements for their rank as described by the current UHM Criteria and Guidelines for Faculty Tenure/Promotion Application and departmental criteria specified above.

Teaching is the primary responsibility and should include all teaching evaluations in the contract renewal procedures for I2s.

F. Periodic Review of Tenured Faculty

- 1. Expectations
 - a. Eligible faculty will be evaluated according to the annually revised document Procedures for Evaluation of Faculty at UH Mānoa, following College policies and procedures. Faculty are expected to continue to meet UH Mānoa and Department criteria at the appropriate rank.

2. Procedures

- a. For review, faculty must submit a current curriculum vita with up-to-date teaching, research, and service sections. In addition, they must submit a 1-3 page summary with a statement of teaching goals, self-evaluation, and evidence as well as an overview of accomplishments in research and service for the evaluation period. The CV and Periodic Review Summary will serve as the "academic profile."
- b. It should be noted that the CS department has both Faculty (F or, I), and Specialists (S) among its tenured personnel. In general the Department criteria broad guidelines below apply to Faculty (F or)(I) and Specialist (S).

Section III

Personnel Actions Requiring Full Faculty Input

The following personnel actions require input from all eligible faculty.

A. Partner Hires

Typically, the Dean forwards the CV and the Department Chair arranges for an interview. After the interview, the department takes a secret ballot vote and communicates the vote to the Dean via the Department Chair.

B. Tenure Upon Appointment

Typically, the Dean forwards the letter of tenure from the previous institution, the DPC compares criteria from the preceding institution with UHM and departmental criteria and communicates their findings to all departmental faculty. The department takes a secret ballot vote and communicates the vote to the Dean via the Department Chair. (The final decision is made by the President).

C. Transfer of Locus of Tenure

Typically, the Dean forwards the CV to the DPC Chair, the DPC compares criteria from the preceding department with their departmental criteria and the DPC communicates their findings to all departmental faculty. The department takes a secret ballot vote and communicates the vote to the Dean via the Department Chair. (The final decision is made by the Dean or Provost, depending on transfer between colleges).

D. Reclassifications

A faculty member may petition for reclassification by written request to the Dean or Department Chair. Typically, the DPC reviews the current job description and classification, and consults with HR and OVPAE as needed in order to make a recommendation on the scope of revised work and that the applicant meets the MQs

of the proposed classification. The department takes a secret ballot vote and communicates the vote to the Dean via the Department Chair. The Dean, who holds delegated authority for reclassifications, sends their decision to OVPAE for information.

E. Special Salary Adjustments

When an SSA is processed, the Department Chair will provide the applicant's CV, nomination memo, and any supplemental materials (e.g. salary analysis from peer/benchmark institutions for market SSA, offer or verification as a finalist from another institution for a retention SSA) to all departmental faculty with at least .50 FTE in Rank 2 or higher positions. The Department Chair will take a secret ballot vote (Support vs. Do NOT Support), including comments, and communicate the full vote with comments to the Dean. All bargaining unit members in the department shall be given the opportunity to review the request and support or not support the request.

F. Amendments

1. To Criteria

Proposed changes to departmental criteria for tenure, promotion, contract renewal, or periodic review (see addendum) must be communicated in writing to all departmental faculty with two weeks' opportunity to review and discuss. Such changes must be approved by a majority vote of bargaining unit faculty members.

2. To Procedures

Personnel Policies and Procedures for Contract Renewal, Tenure and Promotion shall be reviewed yearly by tenure-track faculty present at an announced faculty meeting, facilitated by the Department Chair. Non-tenure track bargaining unit members may participate in the establishment of DPC policies and procedures. The Department Chair will solicit written input on any changes to promotion procedures from non-tenure line faculty, with two weeks' opportunity to provide such input. The Department Chair will solicit written input on any changes to limited-term appointment procedures from lecturers, with two weeks' opportunity to provide such input. Proposed changes to these procedures shall be discussed at a departmental meeting with a minimum of two weeks advance notice on all proposed amendments. Amendments to these procedures shall be voted on by all bargaining unit faculty members. Changes to these procedures will be forwarded to the Dean for input. The Dean shall forward to OVPAE for approval. OVPAE will share procedures with UHPA for approval. Procedures are effective upon approval. On receiving notice of approval, the Department Chair will be responsible for providing copies of the revised Personnel Policies and Procedures for Contract Renewal, Tenure and Promotion to all faculty within a reasonable time of its revision.

Approvals

Nathan Murata
Nathan Murata **May 7, 2025**

Dean or Executive Director (Name, Signature, Date)

Michael Bruno
Michael Bruno **05/19/25**

Provost (Name, Signature, Date)

James D. Kordes
James D. Kordes **May 9, 2025**

UHPA (Name, Signature, Date)

**University of Hawai'i
College of Education
Department of Curriculum Studies**

**CRITERIA FOR PERSONNEL ACTIONS
SECTION I**

The Faculty (F or I) applicant will be evaluated in each of the following areas described below: Teaching, Scholarship, and Service. All Faculty (F) need to teach at least 6 credits per year with the exception of faculty whose salaries are fully covered by external funding for other professional activities or those who meet the operational needs of the unit (i.e. Department Chair, administration of programs). The Specialist (S) applicant will be evaluated in terms of their job description (per offer letter, position posting, and any subsequent written redescriptions) and University of Hawai'i at Mānoa criteria for tenure and/ or promotion for Specialists in each of the following areas: Professional Activities, Research/Scholarly Activities, and Service Activities.

A. Teaching

1. Definitions and procedures

- a. The Department regards the quality of an applicant's teaching as a major indicator of their contribution to the mission of the Department, College, and University.
- b. It is the applicant's responsibility to document their teaching effectiveness.
- c. The Department encourages multiple forms of evaluation of teaching. Supporting evidence may include: the applicant's reflection on their teaching philosophy, pedagogic practices, and their effectiveness; student evaluations; peer observations of the applicant's teaching; course materials; and, descriptions of other contributions to the teaching mission of the College in the form of new courses and programs. These materials can become the basis of a portfolio that provides a developmental record and assessment of the applicant's growth and the quality of their teaching.

2. Evaluations

- a. Members of faculty have a responsibility to show that they are seeking and using evaluations from students for all sections of courses taught.
- b. Applicants should use forms of evaluation that both assist the applicant in improving instruction and documenting teaching effectiveness. The applicant will provide a rationale for their choice of evaluation instrument.
- c. Non-tenured faculty shall submit a copy of their course evaluations to the Department Chair directly following each semester.

3. **Teaching Materials**

- a. Applicants will provide evaluators with the following materials:
 - i. List of courses taught each year (including summer school) and enrollment data
 - ii. Syllabi for all courses taught
 - iii. Summaries of all course evaluations, with all evaluation forms or raw data available
 - iv. Statement on how courses contribute to programmatic and instructional outcomes
 - v. Contributions to the curriculum (i.e. curriculum redesign, new course or program development)

B. Scholarly Activities

As a scholarly enterprise, Curriculum Studies deals with the "content, context, and process of education, the organizational and intellectual center of which is the curriculum" (International Association for the Advancement of Curriculum Studies)¹, and can be understood as "...a body of knowledge, as process, as praxis, and as a social endeavor"² (Tyson, 2008, p. 41). The Department thus equally values multiple forms of academic endeavors such as journal articles; creative; and product-, practice-, and performance-based scholarly activities. In general, scholarly products in a form that involves peer-review is of essential importance in establishing scholarly achievement and includes means by which product-, practice-, performance-based and other creative and nontraditional contributions to the discipline are reviewed, utilized, and evaluated by peers outside the University.

The faculty member must have demonstrated a level of scholarly achievement appropriate to the rank at which tenure and/or promotion is sought in comparison with peers active in the same discipline. The comparison peer group consists not only of departmental colleagues, but also of the whole of the appropriate community of scholars active at major research universities. For the Assistant Professor seeking tenure as an Associate Professor, the applicant should be well on the way to becoming an established scholar in their discipline. The Associate Professor seeking tenure should be an established scholar whose scholarly contributions and recognition during the probation period reflect this stature. The full Professor must be among the leaders in the scholarly discipline. In general, publication in a form that involves review by independent referees is of first importance in establishing scholarly achievement. Other means by which scholarly and creative contributions to the discipline are reviewed, utilized, and evaluated by peers outside the University are also important. A more detailed listing of the criteria that will be used at each rank may be found in the promotion criteria and the statement of minimum qualifications. (See UH Mānoa Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa.) Note: Italicized text is from UH Mānoa Criteria and Guidelines for Faculty Tenure/Promotion Application.

Some areas of scholarly achievement relevant to the Department's discipline are:

¹ International Association for the Advancement of Curriculum Studies. (2021, January 22). Welcome. <https://www.iaacs.ca/welcome/>

² Tyson, C. A. (2008). What is Curriculum Studies?. *Journal of Curriculum and Pedagogy*, 5(2), 39-42.

- Research articles in peer-reviewed journals with high ranking and/or low acceptance rates
- Products related to the faculty member's area of expertise including, but not limited to, place-based and electronic resources that potentially impact the broader world as a source of teaching, learning, or education (i.e., curriculum)
- Site-based research (within and beyond schools)
- Evaluation research (e.g. program accreditation)
- Social/cultural/historical research
- Policy research/advocacy
- Creating and maintaining scholar collectives
- Extramural funding (e.g. grants)
- Other quality publications and products that have an impact on our field (e.g., local journals, Hawaiian language newspapers, art installations, electronic media, performances, and exhibitions)

In all cases, the candidate should describe the significance of the publication or product. Candidates who report product-, practice-, and performance-based scholarly endeavors are responsible for articulating that which constitutes the respective community's evaluative equivalent of "peer-reviewed" in the area of expertise, as such articulation will vary and may be beyond the expertise of the DPC committee.

Collaborative research among university faculty, school and community personnel is highly valued by the Department and by the COE. The convention of our field is that the first name identifies the author who has contributed most to the work. In cases where the convention is not followed, distribution should be noted within the document. (See Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa.)

Individual and collaborative extramural funding and resources are highly valued, particularly efforts that (a) draw on community resources and/or involve partnerships with other agencies, (b) seek to improve schools, and/or (c) provide students with tuition support.

Funding/partnership is also judged by areas of need addressed, number of people impacted, time investment, and dollar amount. Unsuccessful funding may be listed, since the application process shows effort in this area.

The applicant is responsible to document and make the case for the quality and impact of their scholarship.

C. Service

Service is defined as participation in the collegial and academic affairs of the Department, College, and University; general education community; and the profession in general. It is of utmost importance that service interactions build community and strengthen relationships. Such efforts, which employ professional competence including but not limited to effectively working with diverse groups and individuals, and contributing to the benefit of the Institution, the good of the community and/or the advancement of the profession, will be considered as support for both promotion and tenure. The Department regards the quality of an applicant's service as an important indicator of their contribution to the mission of the department, college, university, schools, community, and profession. (See Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa.)

D. Professional Activity Experiences for Specialists (S)

For those departments with Specialist faculty, Appendix B of the UHM Criteria and Guidelines for Tenure and Promotion includes a range of examples that may be used to document specialists productivity.

Expectations for the professional activities are generally specified in Specialists' letters of hire, advertised position descriptions, approved workload spreadsheet, and/or other formally designated position updates. Specialists should include such documents if available.

Specialists should document the requirements of their particular position responsibilities through inclusion of such materials as position description/advertisement, hiring letter, approved workload spreadsheet, or other official evidence of assigned job expectations. While Specialists should have evidence for performance in each area (professional activity, scholarly activity, and service), the balance of achievements among the three categories will be evaluated based on the weighted relationship in the Specialist's position requirements. Specialists with high expectations for professional activity and/or service must show quality performance in these areas, but will not be penalized for lower output in the scholarship category.

Specialist faculty engage in a variety of activities that complement and support the academic, research, and service missions of the College, and that contribute to student and faculty engagement in the educational experience as well as the overall academic success of students. These responsibilities and activities range from indirect and direct services to students (e.g., academic or career advising), to development of programs (e.g., planning college-wide events, internships), and to administration (e.g., overseeing undergraduate and graduate curricula, serving as director of a program).

The UHM Criteria and Guidelines for Faculty Tenure and Promotion require "professional achievement which establishes his or her [sic] stature as a substantial contributor to the standards, techniques and methodology of the profession". Therefore, candidates should be explicit about designating their profession. Additionally, both the UHM criteria and BoR Executive Policy E5.221, Classification of Faculty, reference the candidate's "field of specialization." Candidates should therefore be explicit about defining their particular field(s) of specializations and relate their endeavors to it.

E. Scholarly Activity Expectations for Specialists (S)

Specialist faculty actively engage in scholarly endeavors and professional development, which include research and use of evaluation methods to ensure that programs are relevant and are meeting student, faculty, and institutional needs. While research and development of programs might result in publication, Specialist faculty are not specifically required to publish. In addition to the Scholarly Activities in section II. B., scholarly contributions and professional development include, but are not limited to:

- Conduct research on the needs and interests of targeted service groups through informal and formal assessment methods, individually or in collaboration with colleagues.
- Dissemination of research findings to UH, local, state, or national audiences that may or may not require peer review.
- Evaluate success, effectiveness, user satisfaction, utilization of programs or services through formal evaluation methods, individually or in collaboration with colleagues.
- Publish in relevant peer-reviewed journals, books, monographs, etc.

- Apply for and receive fellowships, grants, and/or awards.
- Engage in formal study or complete requirements for an advanced degree, license, diploma, certification, etc., in a field relevant to their position.
- Remain current with literature and professional associations relevant to area of expertise (e.g., literature reviews, professional society membership).
- Engage in professional consultation with colleagues to assist in developing tools, documents, and/or university policies.
- Plan, conduct, attend or participate in relevant professional conferences, colloquia, seminars, webinars, workshops, or meetings in order to improve professional competence.

Section II Department Standards and Expectations

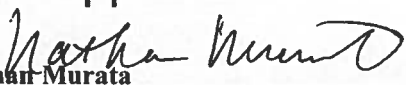
A. Professionalism

All faculty members shall exhibit a commitment to respectful behavior, openness, and collaboration. Respectful behavior refers to conduct that fosters collegiality and professionalism even while disagreeing on issues. Openness refers to the sharing of information to foster trust among colleagues. Collaboration refers to the willingness to provide time and energy to the collective work of the college and department, and to work as a team member in college and department projects.

B. Departmental Governance

Participation in departmental meetings is a basic service expectation of all faculty members. Departmental meetings provide the opportunity for discussion of programs, policies, and subsequent votes. A lack of participation results in various negative impacts, such as an imbalanced workload among faculty, and sets a negative precedent for junior faculty about shared governance and morale. Timely notice to the Chair for unavoidable absence is expected. Repeated unexcused absences may be considered in assessing performance.

UHM Approvals


Nathan Murata

May 7, 2025

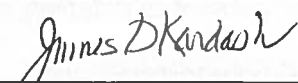
Dean/Director (Name, Signature, Date)


Michael Bruno

May 19, 2025

Provost (Name, Signature, Date)

UHPA Review Confirmation


James D. Kardash

May 9, 2025

UHPA (Name, Signature, Date)