

# School of Teacher Education

## Policies and Procedures

The School of Teacher Education (STE) offers undergraduate degrees in elementary and secondary education (BEEd), post-baccalaureate certificates in teacher education, an advanced degree in teaching (MEdT), and state-approved teacher education programs (SATEPs) in elementary and secondary education. STE programs focus on the educational needs of children and adolescents, teaching, learning, and curriculum, with a heavy emphasis on clinical fieldwork in order to teach, reflect, and model innovative and research based practices in education.

Faculty in the STE teach courses in a variety of settings (e.g., face-to-face, hybrid, online, and field-based) and models (e.g., sole taught and co-taught). In addition to teaching methods and seminar courses, faculty in the STE engage in clinical supervision of preservice and inservice teachers in the field and undertake the administrative responsibilities of being a cohort coordinator as required. Furthermore, it is expected that faculty actively participate in the functions of the STE.

### I. DEPARTMENTAL PERSONNEL COMMITTEE (DPC) PROCEDURES

#### A. Conformity

Article X.B of the Collective Bargaining Agreement specifies minimum requirements for department procedures.

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 Hawaii Professional Assembly (UHPA).

#### B. DPC and/or Faculty Personnel Committee (FPC) Composition

Minimum DPC/FPC procedures are stipulated in CBA X.B.

Per CBA XII.G.2.m, FPCs are needed only when insufficient numbers of qualified

faculty are available for a DPC.

## 1. Eligibility and Composition

Service on the DPC/FPC is a faculty obligation.

DPC/FPCs should have a minimum of five (5) members.

The fifth member of the DPC/FPC should be from a College of Education Department other than the STE.

CBA XII.G.2.m requires DPC/FPC members to be tenured and of equal or higher rank to that sought by applicant to vote on another faculty member's tenure or promotion.

Faculty excluded from participation in the DPC/FPC include the STE Chair, faculty on leave or sabbatical, faculty currently serving in an Executive/Managerial position, Emeritus, Adjunct, or other persons who do not hold an active tenured position or are not members of Bargaining Unit 07.

Faculty on sabbatical leave may participate in DPC/FPCs only if such service is part of the approved sabbatical plan. The Office of the Vice Provost for Academic Excellence (OVPAE) recommends against this as it conflicts with the purpose of sabbatical leave.

Joint hires may require the inclusion of members from other units, following clarification documents established for the position.

DPC/FPC discussions are confidential, and no one is authorized to record the proceedings. Communication between members should be secure (e.g., using Nextcloud and/or UH Filedrop rather than sending documents via email).

## 2. Selection and Appointment

All faculty eligible to serve on the DPC/FPC will be listed on a secret ballot that will be voted on by eligible faculty.

The four DPC/FPC members from the STE will be elected at the end of each spring semester for service the following academic year. The STE Chair will convene the DPC/FPC prior to the end of the spring semester for the sole reason of electing the DPC/FPC Chair.

3. Recusal of DPC/FPC members

If a member of the Committee believes they have a valid reason for recusing themselves from an application, they should notify the DPC/FPC Chair. The STE Chair and DPC/FPC Chair will determine if recusal is warranted. If a replacement is needed, it will be accomplished through a special election by the DPC/FPC Chair, so there is a total of 5 votes for each applicant.

4. Replacement of DPC/FPC members

When a member of the Committee must be replaced before the end of that member's term, replacement will be accomplished through a special election conducted by the DPC Chair. The replacement must be a faculty member at the same rank and tenure status as the outgoing member who will complete the outgoing member's remaining term of office.

5. Exclusions by Applicants

There will be no exclusion of STE Department or non-STE Department faculty from the DPC/FPC.

## **C. DPC/FPC Chair Selection & Responsibilities**

The Chair of the DPC/FPC will be elected by the membership of the DPC/FPC from among the members of the Committee.

Once the DPC/FPC Chair has been elected, the DPC/FPC Chair will notify the STE Chair who will forward membership information to the Dean. An official letter will be sent by the Dean to committee members confirming their service.

## **D. Meetings and Voting**

1. Conflicts of Interest and Recusals

CBA Article XII.G.2.i. states, "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."

Conflicts of interest occur when a reviewer has some personal stake or conflicting role 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.

2. **Abstentions**

Per a MOU between UH and UHPA, DPC/FPC members may not abstain from voting.

3. **Confidentiality**

Deliberations and actions of the DPC/FPC 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/FPC discussions. The applicant shall not attempt to influence or communicate with the committees or their members regarding the review of their application.

4. **Voting**

All final votes shall be made by secret ballot.

## **E. Tenure and Promotion Review Procedure**

1. **External Reviews**

The STE will seek external evaluators of each applicant's scholarly contributions per UH Mānoa Criteria for Tenure & Promotion. External reviewers may know the applicant, but cannot

1. have a close working relationship with the applicant,
2. have been on the applicant's dissertation committee,
3. have co-authored a publication with the applicant within the past five years, or
4. be employed in the University of Hawai'i system.

Upon declaration of intent to apply for promotion and/or tenure, the STE Chair will request the applicant to provide in writing five names and contact information from respected scholars in related fields from outside the University of Hawai'i System at or above the rank the applicant is seeking. The STE will add five names and contact information to the list of external reviewers.

The STE will contact and secure letters from 2-3 individuals from the applicant's list and a comparable number of letters from known scholars proposed by the STE who can evaluate the applicant's scholarly work. The purpose of the request is to obtain an opinion about the applicant's scholarly contributions and not to determine whether or not the applicant would receive tenure/promotion at another institution.

When hardcopy external evaluations arrive in the STE office, necessary steps will be taken to ensure that the evaluation is kept confidential. The procedure for handling the hardcopy evaluation should include the following:

The letter will be marked "Confidential" as soon as it arrives.

1. The letter will not be shown to the applicant at any time.
2. The letter will be delivered to the College/Unit's Tenure and Promotion Coordinator for inclusion in the applicant's electronic dossier.
3. No copies of the letter will be kept by the department.

Digital copies of external evaluations will be treated with the same level of confidentiality.

When a conflict of interest may exist with an external reviewer, the STE Chair shall remove their nomination and may request an additional name from the applicant or the DPC/FPC as appropriate.

## 2. DPC/FPC Feedback and Applicant Response

After an initial review, the DPC/FPC may suggest that the applicant make non-substantive changes and resubmit prior to the final vote. Such suggestions will be provided to the applicant in writing. The applicant may choose or not choose to follow such recommendations, but the applicant will inform the DPC/FPC Chair in writing of their decision. Should the applicant wish to follow the DPC/FPC suggestions, the applicant will have one week from notification to do so.

## 3. DPC/FPC Assessment

The DPC/FPC will consider the evidence presented in the dossier and minimally "make one (1) written assessment of the strengths and weaknesses". Optionally, the DPC/FPC 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/FPC's confidential discussion, deliberation and optional secret-ballot vote, the DPC/FPC Chair will upload the DPC/FPC's assessment and record the DPC/FPC's vote, if appropriate, in the eDossier system.

#### 4. Applicant Notification

- a) Each applicant will meet with the DPC/FPC Chair to discuss the DPC/FPC's independent assessment and recommendation.
- b) Each applicant will meet with the STE Chair to discuss the Chair's independent assessment and recommendation.
- c) The applicant will sign an acknowledgement that this meeting has occurred. The acknowledgement does not indicate agreement with the decision; it indicates that the right to notice has been fulfilled. If the applicant chooses not to sign the acknowledgement, the STE Chair will make a note of that on their signed copy.

### **F. Limited-term Appointments Review Procedure**

Limited-term faculty appointments refer to those full and part-time appointments not eligible for tenure, as described in CBA XIII.C. These faculty should be evaluated annually to determine if their contract will be extended.

The STE Chair will review contract renewals for those limited-term faculty not on extramural funds. Principal Investigators (PIs) should review contract renewals for those on extramurally funded projects.

### **G. Contract Renewal Procedure (Pre-Tenure)**

No external reviews will be required for I2, F2 or other limited-term contract renewals, but in all other respects, the same procedures will be followed.

### **H. Periodic Review Procedure (Post Tenure)**

Periodic Post Tenure Review of faculty will take place at least once every five years in accordance with EP 9.203, which requires the Provost to establish faculty evaluation procedures. UH Mānoa's Procedures for Periodic Review state "Through a collegial process, the faculty of each department shall develop written statements that specify the range and level of professional activities expected of faculty in each rank".

Faculty members scheduled for review shall prepare an up-to-date written curriculum vitae, resume, or "academic profile" that addresses departmental expectations. The academic profile should include information on teaching, research, service, and other professional activities, appropriate to their position.

The STE Chair will review the faculty member's academic profile, schedule a

meeting with the faculty member to discuss it, and notify the Dean of the results of the meeting. If the STE Chair is the individual scheduled for review, the DPC/FPC Chair will be responsible for the review.

## **II. 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 STE Chair arranges for an interview. After the interview, the STE takes a secret ballot vote and communicates the vote to the Dean via the STE Chair.

### **B. Tenure Upon Appointment**

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

### **C. Transfer Locus of Tenure**

Typically, the Dean forwards the CV to the DPC/FPC Chair, the DPC/FPC compares criteria from the preceding department with their STE criteria and communicates their findings to all STE faculty. The STE takes a secret ballot vote and communicates the vote to the Dean via the STE 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 STE Chair. Typically, the DPC/FPC reviews the current job description and classification, 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 STE takes a secret ballot vote and communicates the vote to the Dean via the STE Chair. The Dean, who holds delegated authority for reclassifications, sends their decision to OVPAE for information.

## **E. Special Salary Adjustments**

STE feedback on Special Salary Adjustments (SSA) shall be made in accordance with CBA XXI.G (R-17). STE faculty with at least .50 FTE in Rank 2 or higher positions are eligible to provide feedback.

All bargaining unit members in the STE shall be given the opportunity to review the request and support or not support the request.

The STE will take a secret ballot vote (Support vs. Do NOT Support), including comments, and communicate the full vote with comments to the Dean.

## **III. Teaching Evaluations**

Executive Policy 5.221 (attachment 1) states that teaching is the University's highest priority and the most important duty of its faculty.

This primary focus entails the responsibility to develop an educational philosophy and methodology that will challenge and stimulate students; to demonstrate academic rigor and discipline; and to assist students to understand concepts, solve problems, and to learn to think independently.

In addition to providing feedback for self-improvement, Teaching Evaluations come in different forms and are frequently used in contract renewal assessments and in decisions to continue employment of lecturers. Teaching Evaluations are also useful to mentor and counsel faculty and to identify outstanding teachers for awards.

### **A. STE Course and Field Evaluations**

STE Course and Field Evaluations should be included in an applicant's contract renewal, tenure and/or promotion reviews.

### **B. Course Evaluation System (CES), Access**

The University of Hawai'i System's Course Evaluation System (CES) is used system-wide for course surveys (aka teaching evaluations).

The STE's CES sharing rule will be "*Share Tenured, Non-Tenured and Lecturers*" course surveys (student evaluations) with the appropriate Program Chair, STE Associate Chair and STE Chair.

Decisions to change the CES sharing rule will be made by a supermajority (two-thirds) vote of all tenure-line and tenured faculty members, following notice of such vote and subsequent open discussion at an all-STE meeting. A departmental record of when and how such decisions are made shall be kept by the STE Chair. A

summary of votes will be communicated to the OVPAE by emailing the vote details to [uhmces@hawaii.edu](mailto:uhmces@hawaii.edu)

### **C. Peer Observations**

Peer observations may be included in an applicant's contract renewal, tenure and/or promotion reviews.

## **IV. Dossier Guidelines**

### **A. Authorship Conventions**

The sequence of authors should be determined by the relative overall contributions to the manuscript, where the first author is the person who contributed most to the work, including writing of the manuscript.

### **B. Co-Authored Works**

If co-authored works are included in the dossier, the applicant's relative contribution to co-authored works shall be included, indicating their:

1. proportion of time and effort in the functions of conceptualization, research, analysis, and/or writing, and;
2. total proportion of time and effort in the research or publication.

### **C. Application Guidelines**

#### **1. Tenure and Promotion Applications**

The headings required for UH Mānoa tenure and promotion dossiers are documented in the eDossier system's help menu.

#### **2. Probationary Faculty**

The dossiers required of probationary faculty should ideally support the construction of their tenure dossier at the conclusion of their probationary period.

#### **3. Limited-Term Faculty**

The headings for tenure and/or promotion dossiers are also recommended for contract renewals. Minimally, contract renewal dossiers should include the applicant's curriculum vitae, summary of endeavors since hire or since prior contract renewal, and applicable teaching evaluations.

## **V. STE Leadership**

### **A. STE Leadership Team**

The STE Leadership Team shall minimally consist of the STE Chair, STE Associate Chair, and Partnership and Placement Coordinator. It is recommended that the Program Chair(s) responsible for the overall functioning of the STE be included on the STE Leadership team. At the time of this writing, these are the Program Chair for Undergraduate and Postbaccalaureate Studies and the Program Chair for Graduate and Non Licensure studies.

### **B. Duties and Responsibilities**

The Duties and Responsibilities of the STE Leadership Team can be found [here](#).

### **C. Procedure to Recommend STE Chair & Associate Chair**

The recommendation for STE Chair shall be based on a majority vote of all bargaining unit Faculty Members in the STE (CBA X.B).

1. Prior to the appointment or re-appointment of the STE Chair, the DPC/FPC Chair will solicit nominations for STE Chair from all faculty in the STE from eligible tenured (or tenure-track) faculty at Rank 4 or 5. It is the responsibility of the nominator to ensure that the nominee is willing to serve. Faculty may self-nominate or decline a nomination.
2. The DPC Chair creates a ballot (if necessary), conducts the vote, and counts the ballots. All bargaining unit faculty members in the STE are eligible to vote; voting is by secret ballot. The selectee must receive at least a supermajority (two-thirds) of the votes cast.
3. By the end of the spring semester, or within the timeframe specified by the Dean's office, the name of the selectee is submitted as a recommendation to the Dean who will then appoint the Chair of the STE.

The recommendation for the STE Associate Chair shall be done in the same manner as for the STE Chair.

### **D. Conflicts of Interest**

If the STE Chair has a conflict of interest (Col) with respect to another faculty member, the STE should designate another faculty member as acting Chair for specific actions affected by the conflict. 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 Chair's assessment. The Dean's Office should be notified of the potential Col and of the person designated to act as Chair for specific actions affected by the conflict.

## **VI. Review and Revision Process**

### **A. Amendments to Criteria**

Proposed changes to STE criteria for tenure, promotion, contract renewal, or periodic review (see addendum) must be communicated in writing to all STE faculty. All faculty will have the opportunity to review and discuss the proposed changes.

Voting is an individual right and responsibility that cannot be delegated or exercised by anyone else.

Such changes must be approved by at least a supermajority (two-thirds) vote of bargaining unit faculty members.

### **B. Amendments to Procedures**

Amendments to the STE Procedures require at least a supermajority (two-thirds) vote of bargaining unit faculty members<sup>1</sup>. All STE faculty may provide input on the portions of STE Procedures that impact their position. (e.g., Non-tenure line faculty may provide input on the Promotion procedures. Lecturers may provide input on the Limited Term Appointments procedures.)

Non-tenure track bargaining unit members may participate in the establishment of DPC policies and procedures if the STE has voted to include these Faculty Members in such deliberations.

The STE will solicit written input on any changes to Policies and Procedures.

Proposed changes to these procedures shall be discussed at an all-STE meeting. Amendments to these procedures shall be voted on by all bargaining unit faculty members.

Voting is an individual right and responsibility that cannot be delegated or exercised by anyone else.

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.


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<sup>1</sup> Lecturers teaching 7 credits or more are bargaining unit members.

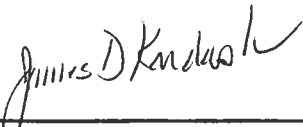
### C. STE Criteria and Policies Committee (SCPC)

A STE Criteria and Policies Committee (SCPC) will be formed to undertake revisions to the STE Criteria or STE Policies and Procedures. The SCPC will consist of at least three (3) tenure-track faculty members.

## VII. Approvals

Nathan Murata  MAY 29 2025  
Dean (Name, Signature, Date)

Michael Bruno  6-4-25  
for Michael Bruno  
Provost (Name, Signature, Date)

 6/4/2025  
UHPA (Name, Signature, Date)

## VIII. Addenda

Departmental Criteria