



September 3, 2025

MEMORANDUM

TO: Mānoa Deans and Directors
Tenure & Promotion Coordinators

FROM: Paul McKimmy
Interim Associate Vice Provost for Academic Excellence

Teresa Kono
Director of Faculty Excellence

SUBJECT: 2025-2026 Procedures and Timetable for Periodic Review of Tenured Faculty

In line with the general delegation of faculty personnel review to Deans and Directors, you are requested to identify faculty in your units who are due for a review in 2025-2026. As described in the [Procedures for Evaluation of Tenured 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 2020-2021 should undergo review in academic year 2025-2026.

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. The absence of course evaluations for Spring 2020 shall not be held against any faculty member in any personnel action, including periodic reviews.

A faculty member whose last review (tenure, promotion, merit increase, periodic review) occurred in 2020-2021 should be reviewed this academic year 2025-2026.

Reviewed in	2020-2021
Year 1	2021-2022
Year 2	2022-2023
Year 3	2023-2024
Year 4	2024-2025
Review needed	2025-2026

Faculty in any of the following circumstances may be exempt from review in 2025-2026:

- 1) Faculty who received tenure and/or promotion after 2020-2021.
- 2) Faculty who were reviewed for promotion in or after 2020-2021 and received a positive recommendation for promotion by their department chair, despite not being granted promotion by UH.
- 3) Faculty who received a merit salary increase after 2020-2021.
- 2) Faculty who have been reviewed in the periodic review process after 2020-2021.
- 3) Faculty who have submitted forms to retire by June 30, 2026. 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 2025-2026 who would otherwise be eligible for review. These reviews may be deferred until 2026-2027.
- 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 2025-2026 may have their review deferred until 2026-2027. If the application is denied, the faculty will be evaluated in AY 2026-2027.

Faculty who served in an executive/managerial position for 3 or more years begin a new 5-year review period upon fallback. Faculty who were reclassified begin a new 5-year review period upon completed reclassification.

Faculty who may apply for promotion this year (2025-2026) should **not** be removed from the list. Later, when the application period for promotion is closed, this list may be amended.

Deans and Directors should work with Tenure and Promotion Coordinator and Department Chairs to review a listing of faculty potentially eligible for review in the [Academic Personnel Online Admin site](#).

Tenure and Promotion Coordinators (only) may go to the Periodic Review Report and indicate the reason for exemption and year for review from the drop-down menu. Identify faculty who are subject to the 2025-2026 review by **Friday, September 26, 2025**. For each of the faculty listed, indicate a reason for exemption (and specific review cycle) in the column to the right of their name. If left blank, we will assume that these faculty are up for review in 2025-2026. For example:

Green, Sue	<u>P&T 2021-2022</u>
Hayashi, Mary	<u>Periodic review 2022-2023</u>
Lee, Eric	<u>Promotion 2023-2024</u>
White, Max	<u>Merit salary increase recd 2024</u>
Wong, Ted	<u></u>

Deans should ensure that Tenure and Promotion Coordinators work with all Department Chairs to notify faculty due for periodic review. The *Procedures* stipulate that your chairs or appropriate unit heads should notify faculty to be reviewed this coming year by **Friday, September 19, 2025** (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 3, 2025** and chairs should complete their review by **February 2, 2026** (see attached “Due Dates” and forms).

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

Attachments

c: Interim Provost Symos
Executive Director Fern