# Tenure & Promotion

2026 – 2027

University of Hawai‘i at Mānoa

# Contact information

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go.hawaii.edu/Xir

# Tenure

"The general reasons for granting tenure are that the University has concluded that you are and will continue to be a productive and valuable member of your department, school/college, and campus, that your pattern of continuing professional growth is positive, and that the University anticipates a long-term need for your professional specialty and services…"

From *Criteria and Guidelines for Faculty Tenure/Promotion Application*, 2025

# Promotion

"**Promotion** represents important transitions in the faculty member's professional growth, development, and status. In general, competent or even superior performance in one area of activity or responsibility is not sufficient to justify promotion. It is expected that an applicant will demonstrate the level of academic achievement and reputation that is commensurate with the rank sought as found at major research universities..."

# Policies, Criteria, & Guidelines

2025-2029 Agreement between UHPA and the UH Board of Regents

Executive Policy (E5.221) on classification of faculty; Attachment 1 or 3

2026 UH Mānoa Criteria and Guidelines

Department Procedures and Criteria

*Know these governing documents*

# (Tenure) Probationary periods

| Classification | Rank 2 (Jr.) | Rank 3 (Asst.) | Rank 4 (Assoc.) | Rank 5 (Full) |
|---|---|---|---|---|
| F: Academic Faculty | N/A | 5 | 3 | 2 |
| I/J/M: Instructional | N/A | 5 | 3 | 2 |
| H: Clinical Faculty | N/A | 5 | 3 | 2 |
| B: Librarian | 5 | 5 | 3 | 2 |
| A: Agent | N/A (New class eff. 8/1/24)<br>5 (Legacy class) | 5 | 3 | 2 |
| S: Specialist | 5 | 5 | 3 | 2 |
| R: Researcher | N/A (New class eff. 8/1/24)<br>N/A (Legacy class) | -<br>5 | -<br>3 | -<br>2 |

# Waivers of MQs for Promotion and/or Tenure

| | TENURE | PROMOTION |
|---|---|---|
| **Time in rank** | Can request to shorten or lengthen probationary period (Min 1 year; Max 7 yrs).<br>Dean approves<br>If lengthening, contract renewal required in fall 2026 | Years of service required for promotion to next rank (E5.221)<br>Dean approves |
| **Educational** | Minimum educational requirement of classification and rank (E5.221, Appendix A of Criteria & Guidelines)<br>Provost approves<br>Submit written request for waivers to Dean by 8/31/2026 | Minimum educational requirement of classification and rank (E5.221, Appendix A of Criteria & Guidelines)<br>Provost approves<br>Submit written request for waivers to Dean by 8/31/2026 |

Tenure-Track Faculty

# Timeline

**Contract 1**

**Hired before Oct. 2**

(Assessment) Contract Renewal

**Contract 2**

(Assessment) Contract Renewal

**Contract 3**

**Fall 2030**
**Apply for Tenure**

Aug 2026 | Jan 2027 | Aug 2027 | Jan. 2028 | Aug. 2028 | Jan. 2029 | Aug. 2029 | Jan. 2030 | Aug. 2030 | Jan. 2031

Tenure-Track Faculty

# Timeline

Hired after October 2

**Hired after Oct. 1**

(Assessment) Contract Renewal

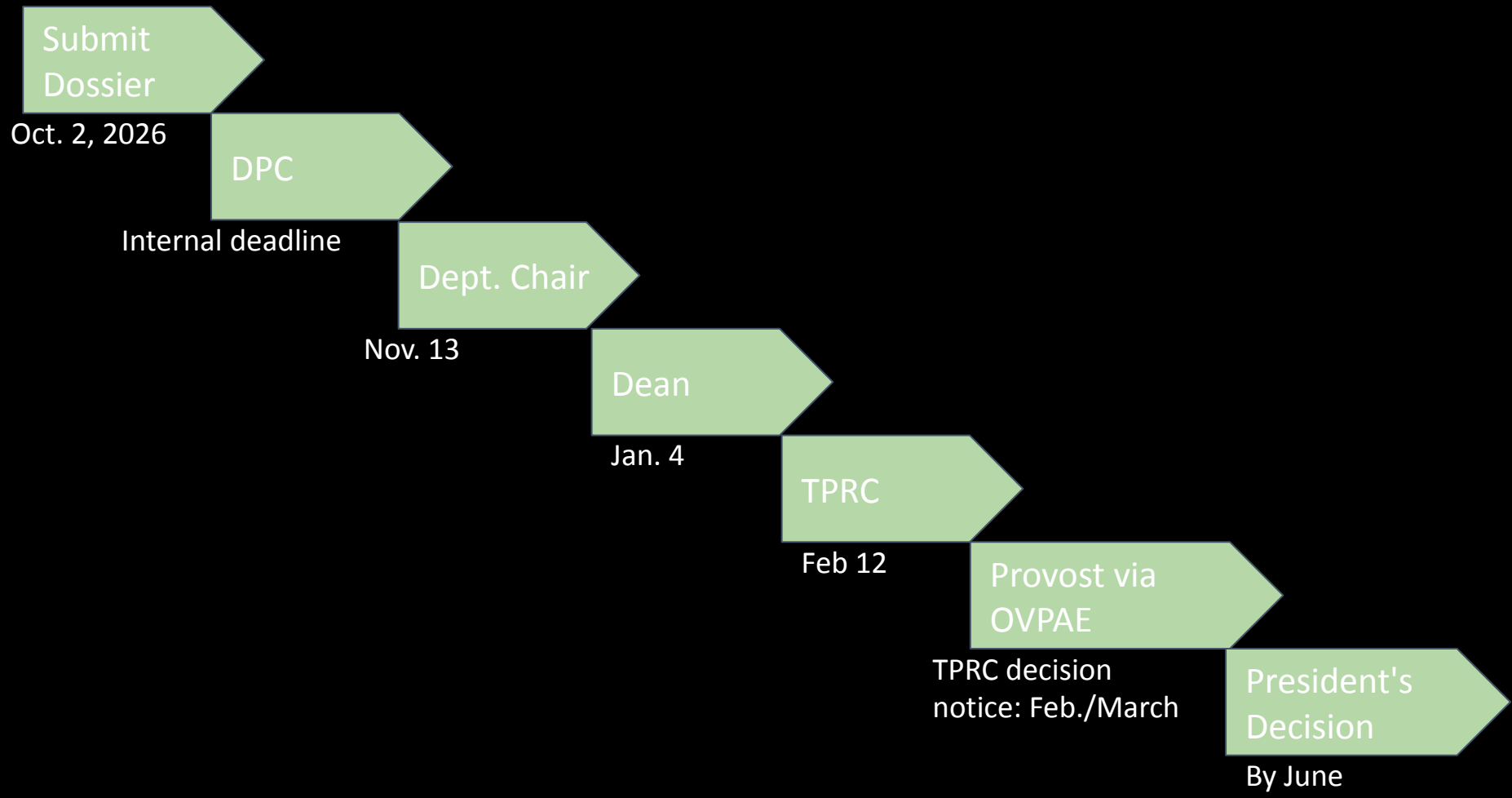
(Assessment) Contract Renewal

**Contract 1**

**Contract 2**

**Fall 2031: Apply for Tenure**

- Notify chair of intent to apply
- Provide 3-5 names for external reviewers




- Effective Aug. 1

# Instructor (I2) Promotion Notes

In-rank Promotions: eg. I2A to I2B

- eDossier headings noted in Headings for UHM eDossier Applications
- Same sources for criteria as other classes
- TPRC review only if DPC, Chair, Dean assessments conflict

I2 to F3 Promotions

- Requires authorization to apply
- Common source of misunderstanding
- Fundamental change to position and workload
- F3 is not necessarily tenure-leading

# Exclusions

- Applicants may exclude up to ten tenured faculty members from serving on the TPRC: CBA, (Article XV.C),
  - You may elect not to exclude anyone
  - Exclusions are confidential – visible only to OVPAE
- Declare on Exclusions tab of your eDossier
  - Due on submission, 10/2/26

# DPC

- “each unit is to have developed Department Personnel Committee Procedures and may have additional criteria.”
- The approved DPC Procedures and any additional Department Criteria should be included in your T&P dossier.

# MOU:
# No Abstentions

- Due to the importance of faculty perspective in T&P review, when a vote is taken of the DPC or the TPRC, "unless there are exceptional circumstances, there should not be abstentions; the votes should indicate the number of faculty in favor of the personnel action, and the number of faculty opposed"
- Faculty members having a conflict of roles should recuse themselves.

# Compiling the dossier

# Compiling the eDossier

- Contact College Coordinator to begin
- Training videos at OVPAE: **go.hawaii.edu/Xir**
- A Google shared drive is created for dossier and supplemental materials.
  - Do NOT use a personal drive
  - Use ONLY the drive generated by the eDossier system
- Dossier system is (nearly) the same for probationary contract renewals
  - Orange color scheme
  - CR dossiers do not get submitted automatically on a due date; manually submit
  - Same training videos apply, despite focus on T&P dossiers
  - Verify departmental expectations for content in CR dossiers

tenureandpromotion.hawaii.edu

# Compiling the eDossier

## Dossier

Forms linked under Help | Guidelines | Manoa

1. Employment Details
2. Criteria and Guidelines
3. Credentials & Experience

No Form Provided

4. Endeavors
5. Teaching Evaluations
6. Bibliography

## Reviews

- DPC Assessment
- DC Assessment
- Dean Assessment
- TPRC Assessment
- Chancellor (Provost) Recommendation/Decision

Normally include (Yes/No) recommendation, written summary, and committee votes

# Statement of Endeavors

## Speak directly to reviewers about your work

- Show how you meet the criteria
- Recommended: 9 pages or less
- For tenure, articulate future trajectory
- Emphasize activities since hire or since last promotion
- Write for readers unfamiliar with your field
- Highlight unique aspects and significance of accomplishments

## Teaching

- High level of competence
- Mature level of performance and the versatility to contribute to all levels of the departments instructional programs

## Research

- Well on the way to becoming an established scholar
- Comparison peer group consists not only of departmental colleagues but also of the whole of similarly situated scholars active at major research universities.
- Publication in a form that involves review by independent referees is of first importance in establishing scholarly achievement

## Service

- Participated in the academic affairs of the University
  - through service on appropriate faculty committees
  - use professional competence in the service of the profession and general community

## Specialists/Librarians

- Demonstrate a level of professional achievement and productivity in field of specialization appropriate to rank
- "clear evidence of professional growth in specialty";"established contributor to the standards, techniques and methodology of profession"
- Comparison peer group consists not only of local colleagues but also the whole of similarly-situated professionals active at major institutions of higher education

## Agents

- Level of professional achievement and productivity in extension service appropriate to the rank
- Comparison peer group consists not only of local colleagues but also the whole of the community of extension professional at major extension service programs nationwide

# Mānoa criteria for tenure

# Instructional – I/J/M & F faculty

Operationalizing

| Teaching | Research | Service |
| --- | --- | --- |
| How to demonstrate teaching effectiveness | How to demonstrate scholarship | How to demonstrate service |
| Course evaluations | Peer reviewed publications | Department committees |
| Demonstrate receptiveness to constructive criticism and feedback | Grant awards | Campus – Workshops, review panels, etc. |
| Curriculum development | Impact of scholarship | Professional community |
| | Articulate authorship conventions | Wider communities |

# Specialists - S faculty

| Professional Activities | Scholarly Activities | Service |
| --- | --- | --- |
| Administration | Research & Evaluation | University |
| Program Development | Professional Development | Professional |
| Direct Client Services | | Community |

Librarians
B faculty

collection development

bibliographic control

systems support

public and reference services

instructional services

information technology & library automation

administrative & managerial

*Generally, faculty concentrate on one or two of these aspects.*

# Extension agents – A faculty

| Professional Activities & Functions | Scholarly Activities | Service |
| --- | --- | --- |
| Program Development | Extension & Evaluation | University |
| Direct Service | Professional Development | Professional |
| | | Community |

# Supporting materials

***Appropriate materials depends on your classification***

- Summary of teaching evaluations (graphs, etc.)
- Summary of workshops led (evaluation summary data)
- Examples of courses or programs developed
- Peer evaluations of contributions (ex. book reviews)
- Solicited letters of support from colleagues, students, etc.
- Bibliography

***Create a list of your supporting materials.***

# Bibliography
## an objective record of scholarship

- Separate published works, conference presentations and manuscripts into appropriate groups (use categories adapted to discipline)
- List most recent first
- Provide full citations
- Note and define “in press”; provide letter or contract, if possible
- Make a clear distinction between sole authored and joint works

# Caveat for evaluations

**During transition to all on-line learning, faculty and students were not required to participate in evaluations**

**Therefore, the absence of evaluations for Spring 2020 will not be held against any applicant in any personnel action**

# Tenure and Promotion Review Committee (TPRC)

- Made up from the Faculty Personnel Panel
  - Tenured I/J/M, R, F faculty at ranks 4, 5
  - Tenured S, B,  A faculty at ranks 3, 4, 5
- Exclusions applied
- Typically consists of 6-9 senior faculty

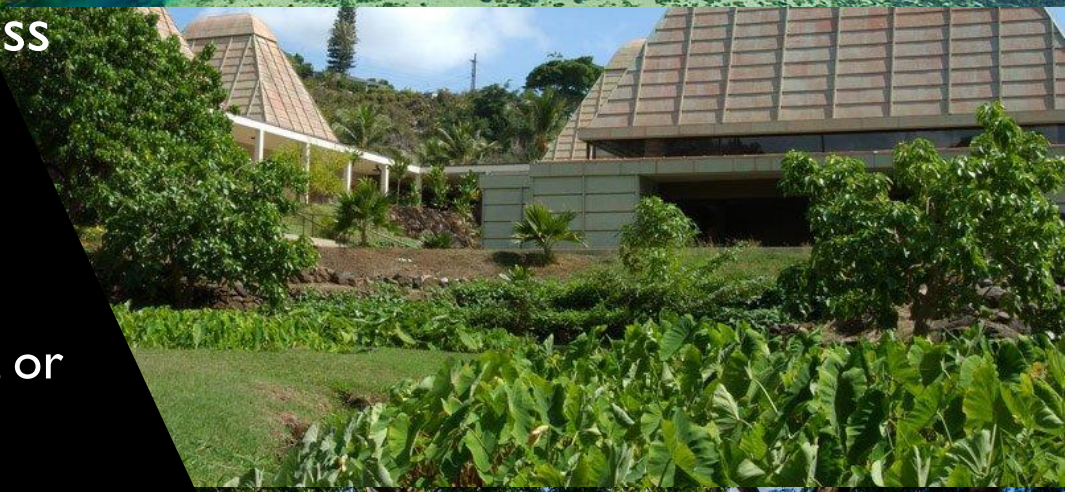
# Final comments

- ✔ Select materials that are most significant
- ✔ Quality over quantity
- ✔ Carefully assess how to present works in progress
- ✔ Remember you have multiple audiences
- ✔ Have someone pre-review your dossier

For content questions: Consult your Department Chair, or colleagues in your Department

eDossier library

tenureandpromotion.hawaii.edu/tnp/help



OFDAS | FMP

The Office of Faculty Development and Academic Support

# Faculty Mentoring Program

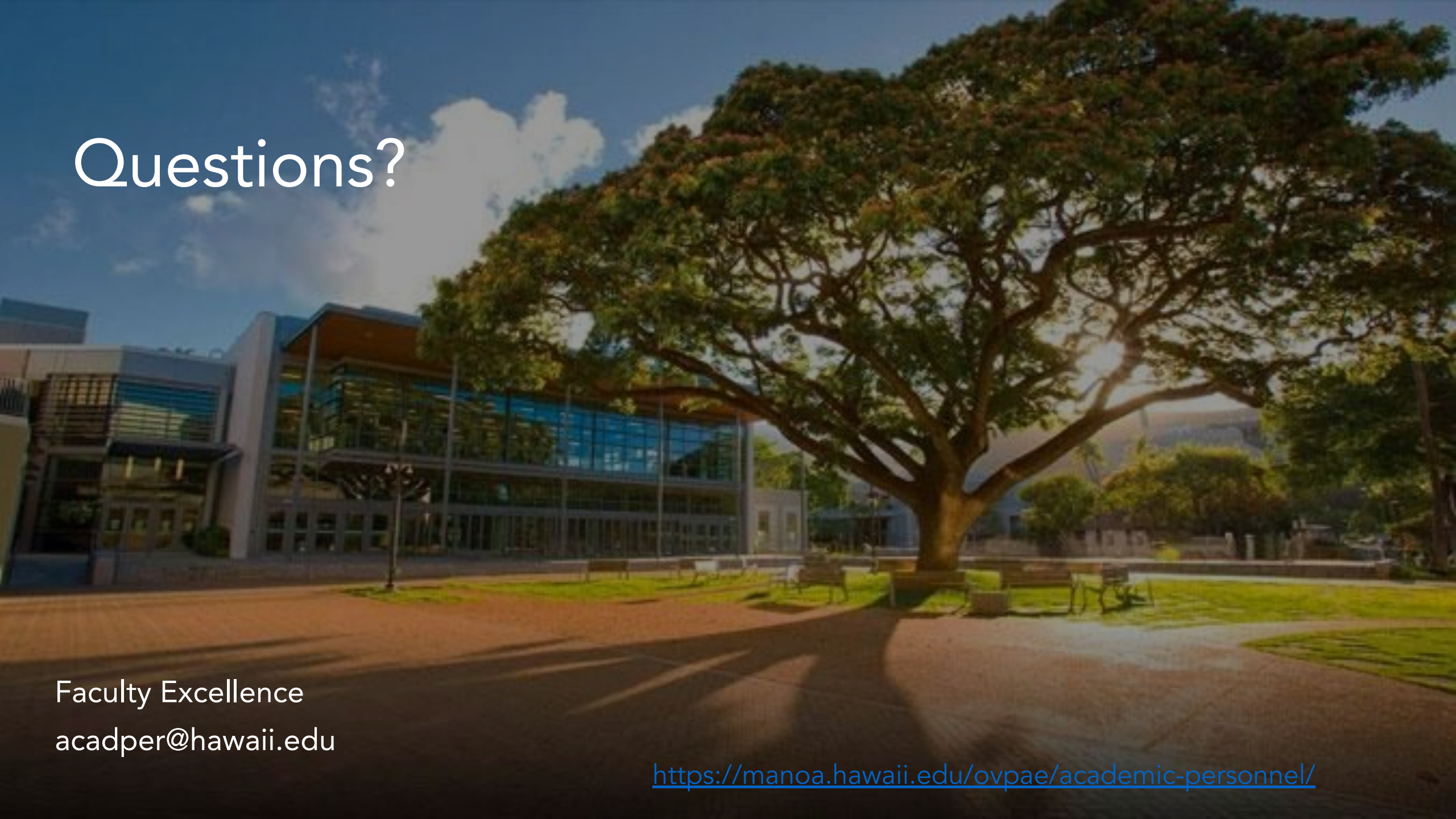
www.ofdas.hawaii.edu/fmp

Tenure & Promotion Dossier Library

Summer Dossier Series

Mentor/Mentee Pairing

The Writing Room & Virtual Writing Room



# Questions?

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https://manoa.hawaii.edu/ovpae/academic-personnel/