This document was originally compiled/written by the CAS Dean's Office based mostly on previous documents. It has been reviewed and revised by the Congreg Academic Policy Committee based on faculty input, has been approved by Congress, and is awaiting review by the bargaining unit.

APRIL 1, 2005

ACADEMIC AFFAIRS – UNIVERSITY OF HAWAII AT Hilo
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INTRODUCTION

This handbook provides guidance for full-time teaching faculty at the University of Hawai‘i at Hilo. Included are descriptions of policies, processes and procedures for contract renewal and for faculty to advance in rank and to gain tenure.

Many of the procedures surrounding contract renewal, promotion, and tenure are specified in articles X, XII, and XIV, and XV of the 2003-2009 contract between the University of Hawai‘i Professional Assembly (UHPA) and the University of Hawai‘i. The UHPA contract may be accessed at <http://www.uhpa.org>.

The primary purpose of this document is to guide tenure track faculty through the process of applying for contract renewal, tenure, and promotion. The document also briefly addresses contract renewal for instructors (12 rank; see p. 6). This document does not address the procedures by which the UHH administration selects the members of the TPRC (tenure and promotion review committee) from the FPP (faculty personnel panel). The composition of the FPP is briefly discussed on p. 7 in the context of the right of the applicant to exclude certain people from his/her or his/her TPRC.

Tenure track positions for teaching faculty at the University of Hawai‘i are those meeting both of the following qualifications:

- Rank 13-15 (assistant professor, associate professor, or professor)
- Assignment of a permanent position number (not suffixed by the letter T)

Prior to receiving tenure, faculty members are evaluated on a biannual basis. This biannual review process is called contract renewal and is discussed in the next section. The timetable for tenure and promotion varies with the rank at which a faculty member is hired.

TIMETABLE

Also refer to the section on "Contract Renewal" for additional information about the schedule of applying for promotion and tenure.

Assistant Professors

Assistant Professors are normally considered for tenure and promotion during the fifth year of service with the result of the decision taking effect at the beginning of the sixth year. Promotion and tenure decisions are linked in that an Assistant Professor can be granted tenure only when simultaneously being granted promotion to Associate Professor. No exceptions are made to this rule and, thus, there are no tenured Assistant Professors at this institution. An Assistant Professor can be considered for early promotion without tenure. Faculty with previous experience at any professorial rank may apply for promotion to Associate Professor when they have completed at least two full years at UHH and at least five full years in a professorial rank at a regionally accredited institution.

Promotion to Professor for Associate Professors

Associate professors may apply for promotion to Professor during the fifth year of service providing that they have served for at least two full years at UH Hilo. While the minimum time frame is five years, it is acceptable to defer application until subsequent years.
Associate and Professors Hired without Tenure

Faculty members who are hired at the rank of Professor or Associate Professor initially will not have tenure. The normal schedule for Associate Professors for tenure is to apply in the third year with the decision taking effect at the beginning of the fourth year. For faculty hired at the rank of professor, the normal schedule is to apply for tenure during the second year of service. The tenure decision at these ranks are not linked to promotion.

Administrative Applications for Tenure

Newly hired academic administrators (deans, vice-chancellors, chancellor) may apply for tenure in a specific department. The application shall go to the appropriate academic department, from which it will be forwarded with the faculty vote to the appropriate department, division or college which will treat the application according to the same procedures as all faculty applications for tenure. Tenure shall not be granted unless the procedures above have been followed.

LENGTHENING AND SHORTENING THE PROBATIONARY PERIOD FOR TENURE

The probationary period can be lengthened, shortened, or eliminated by the Chancellor at the request of a faculty member or on the initiative of the Chancellor with the concurrence of the faculty member. In no instance, however, can the period be lengthened beyond seven years. An untenured faculty member who has not applied for tenure by the seventh year will receive a final one-year contract for the eighth year.

TIME IN RANK FOR PROMOTION

Normally, a faculty member will serve for five years in a given rank before being considered for promotion to the next higher rank, with the promotion taking effect at the beginning of the sixth year. This service can include up to three years in the same or higher rank at another institution. At least two full years of service at UH-Hilo are normally required to establish credentials for promotion.
CONTRACT RENEWAL

TENURE-TRACK FACULTY

Effective Fall 2004, faculty initially hired as Assistant Professors will be evaluated during their second and fourth years of service and in every year thereafter. The purpose of these evaluations is to assess their progress towards promotion and tenure. This evaluation is a multi-tiered process with evaluations being provided sequentially by the Department or Division Personnel Committee (DPC), the Department or Division Chair (DC), and the Dean or Director. The process follows a schedule set forth by in the current year's Calendar for Personnel Actions (See an example in Appendix B).

The applicant's department will be given an opportunity to comment on the applicant's achievements. Upon receipt of a contract renewal dossier, the DPC (or DC if the DPC has not yet convened) will invite the applicant's department to submit comments through the department chair. The DPC/DC will specify a deadline by which comments must be received. Comments will be inserted into Appendix C of the dossier. Departments that decline to submit comments should submit a letter to that effect, and this letter will be inserted into Appendix C.

The application for contract renewal is described in the appendices of this document. The following table summarizes the review schedule for an assistant professor beginning a career at UH Hilo in the 2005-2006 academic year.

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005-2006</td>
<td>First year of two-year contract</td>
</tr>
<tr>
<td>2006-2007</td>
<td>First contract renewal application</td>
</tr>
<tr>
<td>2007-2008</td>
<td>First year of second two-year contract</td>
</tr>
<tr>
<td>2008-2009</td>
<td>Second contract renewal application</td>
</tr>
<tr>
<td>2009-2010</td>
<td>Apply for Promotion and Tenure</td>
</tr>
<tr>
<td>2010-2011</td>
<td>First year as tenured Associate Professor (or terminal year contract for unsuccessful applicants)</td>
</tr>
</tbody>
</table>
The following table summarizes the review process for untenured faculty hired as associate professors beginning in the 2005-2006 academic year and applying for promotion (and tenure) during the third year.

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005-2006</td>
<td>First year at UH Hilo</td>
</tr>
<tr>
<td>2006-2007</td>
<td>Contract renewal application</td>
</tr>
<tr>
<td>2007-2008</td>
<td>Application for tenure (and possibly promotion)</td>
</tr>
<tr>
<td>2008-2009</td>
<td>First year as tenured faculty for those who successfully applied for tenure in 2007-2008 or terminal year contract for unsuccessful applicant. Those who postponed application will submit a contract renewal application or will apply for tenure.</td>
</tr>
</tbody>
</table>

The following table summarizes the review process for untenured faculty hired as professors beginning in the 2005-2006 academic year and applying for promotion (and tenure) during the second year.

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005-2006</td>
<td>First year at UH Hilo</td>
</tr>
<tr>
<td>2006-2007</td>
<td>Application for tenure</td>
</tr>
<tr>
<td>2007-2008</td>
<td>First year as tenured professor or terminal year contract for unsuccessful applicants.</td>
</tr>
</tbody>
</table>

INSTRUCTORS (II-2)

Instructors are initially evaluated annually. After serving for a period of not less than four years, the Division Chair (or Dean in the smaller Colleges) may elect to have an evaluation every other year and after eight years of service the evaluation period may be extended to every three years. Instructors should consult with their Division Chair (or Dean in the smaller Colleges) regarding the procedure for applying for contract renewal. Instructors should note the application deadline on the Calendar for Personnel Actions, which comes out every fall. Appendix A lists the duties, responsibilities, and minimum qualifications of instructors.
PROMOTION AND TENURE

REQUIREMENTS

The qualifications required for tenure and for promotion at various ranks are given in general University requirements and specific requirements of individual colleges and programs. Appendix A contains the general University specifications for duties, responsibilities, and minimum requirements for the ranks of Assistant Professor, Associate Professor, and Professor. The general requirements for tenure being granted at a specific rank are the same as the requirements for promotion to that rank. When a college, division, or department maintains a separate set of criteria, the candidate is required to satisfy the general university requirements and any specific unit requirements applicable to that position.

APPLICATION

The process for applying for promotion and the process for applying for tenure are identical - the same forms are used, the same dates apply, and the same individuals are involved in the decision process.

At the beginning of each fall semester, a calendar listing the deadlines for various stages of the evaluation process will be distributed by the Chancellor. There will be designated deadlines for the submission of requests to shorten or lengthen the probationary period and for waiving minimum requirements for promotion. An example of such a calendar is shown in Appendix B. Early in the fall semester, applicants should make sure they obtain a copy of the calendar of the current year's deadlines, as some of the deadlines are quite early in the semester.

The candidate should be aware of the deadlines for the following actions:

- Deadline for request for waiver of minimum qualifications for promotion and the change of probationary period to be submitted to the Chancellor.
- Deadline for submission of exclusions to be submitted to the Chancellor.
- Deadline for submission of application and dossier to the Departmental/Division Personnel Committee.

The date for submission of the candidate's application and dossier is set by the President of the University while the other dates are set by the Chancellor. The dossier is a compilation of information about the applicant's achievements and qualifications for promotion and/or tenure. Instructions for creating a dossier are in Appendix E, and the forms to be included are given in Appendix F. Each reviewing level may require the production of additional information or supporting materials.

Each applicant for tenure or promotion has the right to exclude up to ten persons from the Tenure and Promotion Review Committee (TPRC) that will evaluate their case. The set of all persons in the University System eligible to serve on TPRCs is called the Faculty Personnel Panel (FPP). The FPP consists of all tenured faculty at UH-Hilo (including both associate and full professors) as well as all tenured faculty at UH-Manoa, UH-West Oahu, and UH community colleges. (Please refer to Article XV of the 2003-2009 UHPA contract for the specifics.) The FPP is the set from which exclusions are made. The Chancellor will inform the faculty of the location the Faculty Personnel Panel listing and
the method for communicating exclusions, and a copy of the FPF list will be on file with the UHPA. Applicants who do not wish to exclude members should inform the Chancellor of this wish.

The application and dossier are initially submitted to the DPC. The DPC can be a Departmental Personnel Committee or a Division Personnel Committee depending on the size of the department and the wishes of the faculty. A department with six or more full-time teaching faculty may elect to have its own Personnel Committee. Otherwise, the Division Personnel Committee will provide the review. While instructors and untenured faculty count towards the six teaching faculty needed to trigger the option for a Departmental Personnel Committee, instructors and untenured faculty cannot serve on a DPC.

Membership on the Departmental/Division Personnel Committee is made up from tenured 14 and 15 faculty within the Department and the Division. The following personnel are to be excluded, however:

- Applicants for tenure and promotion
- Personnel under consideration for contract renewal
- Personnel on terminal year appointments

Upon receipt of a dossier, the DPC (or DC if the DPC has not yet convened) will invite the applicant's department to submit comments through the department chair regarding the applicant's achievements. The DPC/DC will specify a deadline by which comments must be received. Comments will be inserted into Appendix C of the dossier. Departments that decline to submit comments should submit a letter to that effect, and this letter will be inserted into Appendix C.

After making its evaluation, the DPC places the evaluation with signatures on the required form in the dossier and forwards the dossier to the DC. The DC is the Department Chair in the case of a department that has a Departmental Personnel Committee and is the Division Chair otherwise. The DC writes an evaluation that is, again, inserted into the dossier and forwarded to the Dean. The Dean makes an independent evaluation, inserting it and forwarding the dossier to the Tenure and Promotion Review Committee (TPRC). The forms for reporting each evaluation are in the application (see Appendix E).

The TPRC provides its evaluation as a single report with any minority views contained within that report. The signed report is placed within the dossier, the dossier is returned to the appropriate Dean who forwards it to the Chancellor. If the dossier contains a negative recommendation at any level, the faculty member is accorded the right to examine the dossier, submit written comments and additional materials.

These rights and the procedures for handling a case where there is disagreement between the TPRC and the Chancellor are given in Article XII Section C (tenure) and Article XIV Section D (promotion) of the 2003-2008 UHPA contract. The recommendations are transmitted by the Chancellor to the President, who submits final recommendations to the Board of Regents for action. All actions related to tenure and promotion must be completed by the end of the fiscal year (June 30).
Appendix A – Requirements for Tenure and Promotion

The general University specifications for duties, responsibilities, and minimum requirements for the ranks of Assistant Professor, Associate Professor, and Professor are presented below. The general requirements for tenure being granted at a specific rank are the same as the requirements for promotion to that rank. Also listed are the duties, responsibilities, and minimum qualifications of instructors.

Instructor (I-2)

Duties and Responsibilities: The primary responsibility of an instructor is to conduct assigned courses and seminars. Additionally, the instructor is to serve as academic advisor to students. Where appropriate, the instructor is to participate in curriculum development activities; supervise laboratories, independent study activities, and off-campus learning such as practicums and internships. The instructor is expected to perform other related tasks and duties as assigned.

Minimum Qualification: A master's degree from a college or university of recognized standing in a field appropriate to the requirements of the position. In unusual circumstances the requirement of the master’s degree may be waived by the University upon demonstration of appropriate professional training, competence or experience.

Assistant Professor (I-3)

Duties and Responsibilities: The primary responsibility of an assistant professor is to conduct assigned undergraduate and graduate courses and seminars. Additionally, the assistant professor is to serve as academic advisor to students; serve on college or university committees; engage in scholarly activities, and/or creative endeavors which contribute to the academic mission of the University. Where appropriate, the assistant professor is to participate in curriculum development activities; supervise laboratories, independent study activities, and off-campus learning such as practicums and internships; and to render service to the professional or lay community which is relevant to the individual's academic specialty. Perform such other related tasks and duties as assigned.

Minimum Qualifications: A doctorate from a regionally accredited college or university of recognized standing in a field appropriate to the requirements of the position. In unusual circumstances the requirement of a doctorate may be waived by the University upon demonstration of appropriate professional training, competence or experience.
ASSOCIATE PROFESSOR (I-4)

Duties and Responsibilities: The primary responsibility of an associate professor is to conduct assigned undergraduate and graduate courses and seminars. Additionally, the associate professor is to serve as an academic advisor to students; serve on college or university committees; engage in scholarly activities, and/or creative endeavors which contribute to the academic mission of the University; provide professional assessments in personnel matters when requested. Where appropriate, the associate professor is to participate in curriculum development activities; supervise laboratories, independent study activities, and off-campus learning such as practicums and internships; and to render service to the professional or lay community which is relevant to the individual's academic specialty. Perform such other related tasks and duties as assigned.

Minimum Qualifications:
1) A doctorate from a regionally accredited college or university of recognized standing in a field appropriate to the requirements of the position. In unusual circumstances the requirement of the doctorate may be waived by the University upon demonstration of appropriate professional training, competence or experience.
2) Demonstrated high quality teaching performance.
3) At least five years of full-time college or university teaching in the rank of assistant professor or higher.
4) High quality contributions in at least one of the following areas and demonstrated competence in the other or some equivalent combination of contributions:
   A) Scholarly contributions and/or creative contributions in the individual's field appropriate for the rank and the standards of the specific campus.
   B) Service to the academic life of the college and/or university system. Where appropriate, contributions to the professional or lay community pertinent to the individual's professional training will be applicable in partial satisfaction of the service criterion.

PROFESSOR (I-5)

Duties and Responsibilities: The primary responsibility of a professor is to conduct assigned undergraduate and graduate courses and seminars. Additionally, the professor is to serve as academic advisor to students; serve on college or university committees; engage in scholarly activities, and/or creative endeavors which contribute to the academic mission of the University; exhibit professional and academic leadership. Where appropriate, the professor is to participate in curriculum development activities; supervise laboratories, independent study activities, and off-campus learning such as practicums and internships; and to render service to the professional or lay community which is relevant to the individual's academic specialty. Perform such other related tasks and duties as assigned.
Minimum Qualifications:

1) A doctorate from a regionally accredited college or university of recognized standing in a field appropriate to the requirements of the position. In unusual circumstances the requirement of the doctorate may be waived by the University upon demonstration of appropriate professional training, competence or experience.

2) Demonstrated high quality teaching performance.

3) At least five years of full-time college or university teaching in the rank of associate professor or higher.

4) High quality contributions in at least one of the following areas and demonstrated competence in the other or some equivalent combination of contributions:

   A) Scholarly contributions and/or creative contributions in the individual's field appropriate for the rank and the standards of the specific campus.

   B) Service to the academic life of the college and/or university system. Where appropriate, contributions to the professional or lay community pertinent to the individual's professional training will be applicable in partial satisfaction of the service criterion.

In unusual circumstances and for exceptional cases, the University may, in its discretion, waive any of the other minimum qualifications besides the academic degree requirement. The waiver of a requirement in a given case for one rank will not necessarily mean it is waived for the next higher rank.

Meeting the Criteria

To summarize, the above expectations in teaching, discovery and creativity, and service may be met in one of the following three ways:

| 1. High quality teaching | 1. High quality teaching | 1. High quality teaching and |
| High quality teaching | High quality teaching | A balance of |
| High quality contributions in scholarly activities, and | High quality contributions in service, and | contributions in |
| Demonstrated competence in service | Demonstrated competence in scholarly activities | scholarly activities |
|                                            |                                                | service that |
|                                            |                                                | substantially |
|                                            |                                                | exceeds the |
|                                            |                                                | minimum |
|                                            |                                                | requirements of |
|                                            |                                                | demonstrated |
|                                            |                                                | competence |

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## Appendix B – 2005-2006 Calendar for Personnel Actions

<table>
<thead>
<tr>
<th>Date</th>
<th>Contract Renewal</th>
<th>F &amp; T</th>
<th>Evaluators</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/02/05</td>
<td>Submit application and tenure report to DPC</td>
<td>Submit letter of recommendation to DPC</td>
<td>Committee of campus reviewing F &amp; T nominees</td>
</tr>
<tr>
<td>10/14/05</td>
<td>Submit application and tenure report to DPC</td>
<td>Letter of recommendation to DPC</td>
<td>Committee of campus reviewing F &amp; T nominees</td>
</tr>
<tr>
<td>11/04/05</td>
<td>Deadline for submitting TPRC nominees</td>
<td>Forward F &amp; T nominees to Dean</td>
<td>TPRC is appointed by the Chancellor</td>
</tr>
<tr>
<td>11/19/05</td>
<td>Submit application and tenure report to DPC</td>
<td>Forward F &amp; T nominees to Dean</td>
<td>TPRC is appointed by the Chancellor</td>
</tr>
<tr>
<td>12/02/05</td>
<td>Submit application and tenure report to DPC</td>
<td>Forward F &amp; T nominees to Dean</td>
<td>TPRC is appointed by the Chancellor</td>
</tr>
<tr>
<td>01/13/06</td>
<td>Submit post-tenure-renewal applications to DPC</td>
<td>Notification of review to Dean and 2nd year tenure track</td>
<td>Forward F &amp; T nominees to UCAT through Dean</td>
</tr>
<tr>
<td>02/03/06</td>
<td>Forward post-tenure applications to Dean</td>
<td>Notification of review to Dean and 2nd year tenure track</td>
<td></td>
</tr>
<tr>
<td>02/24/06</td>
<td></td>
<td>Notification of review to Dean and 2nd year tenure track</td>
<td></td>
</tr>
</tbody>
</table>

The above chart is an example. Exact dates will vary from year-to-year.
Appendix C – Instructions for Preparing the Contract Renewal Dossier

The application for contract renewal is submitted to the Department or Division Personnel Committee (DPC) during the fall semester of the second and fourth years of the probationary period. Each fall a calendar of personnel actions (similar to that in Appendix B) will be established and distributed. Contract renewal applications should adhere to this schedule. Consult with your division secretaries or equivalent on how to turn in the dossier so that it is properly time stamped.

The application will be reviewed by the DPC, the Department or Division Chair, and the Dean. The DPC will consist of tenured faculty members from your department, division or college. The feedback that you receive will help you determine if there are deficiencies in your performance that should be corrected prior to the application for tenure.

The contract renewal application form and supporting materials are the means by which your case for contract renewal is judged. Your application should therefore contain as much objective evidence as possible. It is incumbent upon the applicant to present a convincing case. Remember who will be reading the application, and make it readable, concise, easy to follow and sufficient in terms of depth, scope and accuracy. You may wish to have senior members of your unit review your application before submittal.

SPECIFIC INSTRUCTIONS FOR PREPARING THE DOSSIER

Include a table of contents at the very beginning of the dossier. Parts I and II of the contract renewal form are self-explanatory. Parts III-IV of the contract renewal application are identical to parts III-IV in the application for Promotion and Tenure. Please refer to the application form for Promotion and Tenure, and the accompanying instructions. The contract renewal dossier should conclude with blank forms from parts V-VII of the contract renewal form. If the supporting materials are voluminous, they may be included in separate, suitably labeled binders.

The section breaks in this document control pagination and headers. Do not delete them from the forms. To add your name to the top of each page, select View/Header and Footer on the Microsoft Word menus, then double click on the soft gray “Applicant Name.” Type in your own name and then close the header/footer pop-up window.