MOTION: TO FACULTY CONGRESS, MARCH 16, 2012

PROPOSED CHANGES: CONTRACT RENEWAL, PROMOTION, TENURE FOR TENURE-TRACK INSTRUCTIONAL FACULTY

BACKGROUND: The Academic Policy subcommittee of Faculty Congress has voted to approve a re-wording of the instructions for contract renewal and promotion for tenure-track, instructional faculty. The changes are consistent with current policies of both the University and UHPA Contract, and is intended to provide more clear instructions for Faculty members regarding the application process.

APPROVED BY VOTE OF ACADEMIC POLICY COMMITTEE 03-14-12

REVISED WORDING:

ASSISTANT PROFESSORS

Assistant Professors normally apply and are reviewed for contract renewal in their second and fourth years of employment, and are considered for tenure during their fifth year of employment, with the result of that decision taking effect at the beginning of their sixth year. An Assistant Professor may apply for early promotion without tenure (to non-tenured Associate Professor), but must apply for tenure by the end of their probationary period. Tenure applications for Assistant Professors are linked with simultaneous promotion to the level of Associate Professor. No exceptions are made to this rule, and as a result there are no tenured Assistant Professors at this institution. If tenure is granted, Assistant Professors shall be awarded simultaneous promotion to Associate Professor without a separate application. If tenure is denied, the Faculty Member will be given a terminal one-year (1-year) appointment.

PROBATIONARY PERIOD: The standard probationary period for tenure-track Assistant Professors is five (5) years in rank. Up to three (3) years of prior service at the same (or higher) rank at another institution may be credited toward this probationary period. If a Faculty Member wishes to credit such time in prior service towards their probationary period at UH Hilo, they should request written permission from the Chancellor. If crediting time in prior service towards the probationary period, documentation of this approval is required as part of the tenure application

CHANGES TO THE PROBATIONARY PERIOD: The probationary period for Assistant Professors may be lengthened to a maximum of seven (7) years, shortened, or eliminated altogether by the Chancellor. This may occur either at the written request of the Faculty Member to the Chancellor, or upon initiative of UH Hilo with the documented concurrence of the Faculty Member. The office of the Chancellor shall notify the Faculty Member, in writing, of any decision which lengthens, shortens, eliminates, or in any way alters the standard probationary period.

EARLY APPLICATIONS: An Assistant Professor is allowed to apply for promotion to Associate Professor, with or without tenure, prior to the end of their probationary period. However, such applications are considered early, and require the written consent of the Chancellor for submission. Documentation of this approval is required as part of the application for early promotion.

PRIOR ACHIEVEMENTS: Recent professional achievements at other accredited institutions may be included in tenure and promotion applications and will be considered upon review, but should be accompanied by a record of sustained professional accomplishments at UH Hilo.

ASSOCIATE PROFESSORS AND PROFESSORS HIRED WITHOUT TENURE

Under normal circumstances, Faculty Members who are hired at the rank of Associate Professor or Professor are not hired with tenure. The probationary period for Associate Professor is three (3) years, and for Professor is two (2) years, unless specifically negotiated upon hire and approved by the Chancellor. The normal schedule for Associate Professors is to apply for tenure in their third year of employment, with the decision taking effect at the beginning of the fourth year. The tenure decision at the rank of Associate Professor is not linked to promotion. For faculty hired at the rank of Professor, the normal schedule is to apply for tenure during their second year of employment, with the decision taking effect at the beginning of the third year.

The Faculty Member may apply for tenure prior to the end of their probationary period. Such applications are considered early, and require written consent of the Chancellor. Recent professional achievements at other accredited institutions may be included in tenure and promotion applications and will be considered upon review, but should be accompanied by a record of sustained professional accomplishments at UH Hilo.

PROMOTION OF ASSOCIATE PROFESSORS TO PROFESSOR

Associate Professors may apply for promotion to Professor during their fifth year at the rank of Associate Professor, providing that at least two full years at this rank have been served at UH Hilo. While the minimum time frame is five years in rank, it is acceptable to defer application until subsequent years. An Associate Professor may apply for promotion prior to their fifth year in rank, but such applications are considered early, and require the written consent of the Chancellor for submission. Documentation of this approval is required as part of the application for early promotion.

TENURE/NON-TENURE TRACK CHANGES

NON-TENURE TRACK TO TENURE TRACK: A UH Hilo Faculty Member with a non-tenure track appointment, who applies for and accepts a tenure track appointment (at the same Rank, with the same duties, and without a break in service) shall upon written request to the Chancellor be granted a reduction in their probationary period. Their probationary period shall be reduced by the number of full years of service in their prior non-probationary appointment, but not to less than one (1) full year, or two (2) semesters.

TENURE TRACK TO NON-TENURE TRACK: If a tenure-track Assistant Professor accepts a non-tenure track position at UH Hilo, they shall continue to accrue probationary credit. However, this necessitates specific agreement in writing, and in advance of the transfer, between the Faculty Member and Chancellor.

LEAVE OF ABSENCE

Leave of absence, with or without pay, for periods not greater than thirty (30) days will be credited toward the probationary period. To receive credit toward leave of absences greater than thirty (30) days, the Faculty Member must apply to UH Hilo for credit, and approval received in writing before such leave be taken. In the absence of such approval, the leave period shall not be credited.

MID-ACADEMIC YEAR HIRES:

Most new Faculty appointments at UH Hilo start between the end of the Spring and beginning of the Fall Semesters. However, Faculty are sometimes hired midway through the academic year. Because applications for tenure and promotion are only accepted during the Fall semester, the probationary period for such appointments is longer than usual (e.g. for an appointment beginning Jan. 01, it is 0.5 year longer than for an appointment which begins on Jul. 01).

ORIGINAL WORDING:

ASSISTANT PROFESSORS

Assistant Professors are normally reviewed for contract renewal in the second and fourth year of employment and 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 at the rank of Associate Professor or higher providing that they have served for at least two full years at UH Hilo. While the minimum time frame is five years in rank, 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 normally will not have tenure initially. The normal schedule for Associate Professors to seek 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 is not linked to promotion.

ADMINISTRATIVE APPLICATIONS FOR TENURE

The President may grant tenure upon initial appointment to a faculty member who has previously held tenure at a comparable institution. This applies to newly hired academic administrators (directors, deans, vice chancellors, chancellor) who are hired with faculty status.

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 in a tenure line 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. Time spent on an approved sabbatical leave may be used in partial fulfillment of the time in rank requirement.