

Five Year Post-Tenure Review Guidelines  
Expectations of Faculty for the Daniel K. Inouye College of Pharmacy (DKICP)  
University of Hawaii at Hilo (UH Hilo)

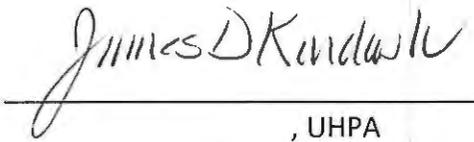
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**Five year Post-Tenure Review Guidelines**  
**Expectations of Faculty for The Daniel K. Inouye College of Pharmacy (DKICP)**  
**University of Hawaii at Hilo (UH Hilo)**  
**Accepted by the Faculty, October 2015**

This guidelines and faculty performance expectations set forth in this document are based upon the University of Hawaii Professional Assembly (UHPA) document Expectations of UH Faculty Article IV of the Collective Bargaining Agreement (CBA): Faculty Professional Responsibilities and Workload Relevant Sections IV. A, and IV. B.1.3. (<http://www.uhpa.org/contracts/2015-2017-ta-pdf/article-iv-faculty-professional-responsibilities-workload/>) and the Five Year Review Policy Memorandum of Agreement between The UH Hilo and UHPA published on December 17, 1993 ([http://hilo.hawaii.edu/uhh/vcaa/documents/UHH-Faculty-Eval\\_5-Year-Review-Policy\\_1993.pdf](http://hilo.hawaii.edu/uhh/vcaa/documents/UHH-Faculty-Eval_5-Year-Review-Policy_1993.pdf)).

**A. Purpose.** The post-tenure review process is intended to encourage and assist tenured faculty achieving their professional goals and maximizing their contributions to improve the delivery of professional services to students, the DKICP, the University, and the community throughout their professional careers and to provide assurance to the public that tenured faculty are accountable for their performance and productivity.

**B. Applicability of Review Process.** The post-tenure review process is applicable to all faculty members who have been on a Continuous Appointment "Tenured" for a period of five years or more (Rank I4, I5, S4, S5). A faculty member shall not be subject to a post-tenure review more than once every five years. A faculty member shall be reviewed in accordance with the post-tenure review process pursuant to this Guidelines, expectations of DKICP faculty, and the Five Year Review Policy Agreement between the UH Hilo and the UHPA published on December 17, 1993 Expectations of UH Hilo faculty Guidelines.

Departments of Pharmacy Practice and Pharmaceutical Sciences (PPPS) have established general goals and expectations for tenured faculty. Below are the specific goals and expectations for PPPS department faculty. These goals and expectations are similar to the criteria for tenure and promotion to associate professor and promotion to professor. Tenured faculty members are also expected to participate actively in advancing the interests of the Department, the College, and the University for the benefit of the institution, the pharmacy profession, and the scientific research communities.

Satisfactory performance in teaching, research/scholarly Activities and service are expected of all tenured faculty members in the Department. The expectations for performance of tenured faculty in each rank for teaching, research/scholarly activities, and service in the Department are as indicated in

the examples provided within this guideline. Tenured faculty members are expected to demonstrate excellence in *at least one of the three areas* (teaching, research/scholarly activities, and service) for the tenured Associate Professor/Associate Specialist and *at least two of the three areas* for the tenured Professor/Full Specialist. The distribution of effort among these three spheres of academic activity may vary by individual and over time during the course of a faculty member's academic career.

For example, a tenured faculty may sometimes assume administrative and/or committee duties that have the potential of decreasing the time available for research and teaching. Some faculty members may devote more time and effort to teaching and service than to research or vice versa. The department and college should nurture and benefit from the special strengths brought by each individual faculty member while not losing sight of the overall responsibilities and obligations that tenure confers upon all members of the faculty. If a faculty member has reached an agreement with the Department Chair about a different mix of goals and expectation that should be recorded in a memorandum of understanding or within the annual performance evaluation such that the five-year review of that faculty member reflects his/her expected performance. Further, all tenured faculty members are expected to continue to make contributions according to their current effort distribution among research, teaching, and service that are agreed upon in annual discussions between the faculty member and their Department Chair. A significant contribution is expected in areas in which the most effort is allocated.

### **C. Expectations of the DKICP Tenured Faculty**

**I. Associate Professor/Associate Specialist** - Tenured faculty members are expected to demonstrate excellence in *at least one of the three areas* (teaching, research/scholarly activities, and/or service).

**Specialist lines distribution of efforts (DOE) are mainly relegated to coordination, administration, service and teaching with reduced effort in scholarly activity.**

**Professor lines distribution of efforts (DOE) should reflect the traditional triad of teaching/practice, scholarly activity and service.**

**Teaching (Professional and Graduate):** Tenured faculty members are expected to remain effective teachers and actively engaged in communicating knowledge and in supervising, mentoring, or advising students, in compliance with collegiate and University policies. While the extent and nature of teaching activity may vary over time, tenured faculty should report any accomplishments of the following categories:

- Teaching on basic science, clinical, research, or other educational topics, including graduate education, as assigned by the Department Chair in light of department and collegiate curricular needs.
  - Experiential teaching at an assigned hospital/clinic site is considered a significant portion of the teaching responsibilities of the Department of Pharmacy Practice faculty
  - If not assigned to an experiential teaching site, then teaching responsibility assignments will be assigned to the didactic portion of the curriculum.

- Due to experiential and professional teaching loads DKICP faculty have varied and much reduced hours as indicated in the Board of Regents Policy 9.214, 24 credit hours
- Precepting residents, graduate students, or post-graduate students at all levels in specialized academic or research rotations/laboratories.
- Maintaining effectiveness in teaching as demonstrated by teaching innovations, student evaluations, and peer review of teaching, including peer review of syllabi and other course materials, developing, implementing, and evaluating new courses or clinical rotations, or revising an existing course.
- Scholarship in teaching and learning as evidenced by publication of scholarly articles, book chapters, or submission of educational grant proposals.
- Advising and mentoring students, residents, graduate students, postdoctoral fellows, junior faculty.
- Documented effectiveness as a faculty advisor to student organizations.
- Instructional development that leads to products (e.g., textbooks, published manuscripts, instructional videos, instructional software).
- Evidence of active participation on department, university, or other committees related to teaching effectiveness.
- Educational outreach activities related to the faculty member's scientific or professional expertise.
- Peer recognition - receiving a recognized teaching award, invited presentations on teaching concepts/issues at a national level and/or within academia, appointment to state, regional, or national bodies concerned with teaching such as accreditation site visit teams.
- Mentoring junior faculty by sharing course materials, assisting with lecture and test preparation, and team teaching. Provide junior faculty with constructive criticism.
- Appointment to state, regional, or national bodies concerned with teaching such as accreditation site visit teams.
- Successful direction of individual student work with demonstrated outcomes such as independent studies and special student projects.

### **Research/Scholarly Activities**

A tenured faculty is expected to pursue an active agenda of research in their fields(s) of academic specialization. While the extent and nature of research/scholarly activity may vary over time, within any given period of five years, tenured faculty should report any accomplishments of the following categories:

- An independent or active collaborative role in a research program or academic programs.
- Refereed or invited research presentation(s) at a scholarly conference, professional meeting, or academic institution.
- Organization or active participation in a scholarly conference, symposium, workshop, or panel.
- Evidence of grant submissions to support research efforts.
- Publication or submission of research articles and/or research review in peer-reviewed biomedical, pharmaceutical, or area-specific scientific journals.
- Publication of scholarly books, book chapters, review articles, or other venues (e.g., legislation, practice guidelines and other policy statements/standards, position paper, monographs).
- Presentation and/or dissemination of research results through poster or podium presentation at scientific or professional meetings/conferences at state, national or international professional levels.

- Training and mentoring graduate students, post-doctoral fellows, residents, or other faculty in their research.
- Receiving recognition awards (e.g., career development, new investigator, research or innovation work, pharmacist of the year award), serving on national review committees and editorial boards and election to prestigious national organizations that recognize excellence in the discipline, or invited participation in legislative, regulatory, or public policy processes.
- Participation in clinical research (e.g., clinical drug trials, pharmacoepidemiologic studies, pharmaco-economic studies, pharmacokinetic trials, etc). May include consultation on protocol development, patient recruitment, performance of trials, data collection, data analysis, manuscript preparation, and abstract preparation for submission to professional meeting.
- Election to offices, committee activities, and other important service to professional associations and societies including editorial work, editorial boards, and peer reviewing of abstracts, textbooks, book chapters, journals, research proposals within the discipline.

### **Service/Outreach**

A tenured faculty is expected to engage in mission-related service and mission-driven outreach activities that both build on and take advantage of the strength of the DKICP and its faculty. Tenured faculty members are expected to perform service within the department, the college, and university, and in his/her scholarly discipline, although the extent and types of service performed may vary over the course of a career. While the extent and nature of service activity may vary over time, tenured faculty should report any accomplishments of the following categories:

- Active departmental, collegiate or University leadership or administration.
- Election or appointment to standing or ad hoc committees of the Department, College, or the University.
- Reviewing or editing scholarly articles, book manuscripts, and grant proposals written by others, serving on journal editorial boards or grant review panels.
- Demonstrated leadership in principal conferences, workshops, platform sessions, certificate programs, and other organized educational activities that benefit pharmacists and scientists and the profession.
- Active service as an office holder or committee member or task forces for relevant professional organizations.
- Outreach activities related to the faculty member's scientific and professional expertise with clear benefit to the department, College, University, State, Local community, or National organizations (e.g., committee participation and leadership).
- Providing patient care in university affiliated or department-assigned practices consistent with the mission of the DKICP.
- Development or application of innovative pharmacy care programs and activities (including but not limited to innovative drug distribution programs, staff-pharmacist development and/or continuing education programs, drug information dissemination, medical histories and/or counseling programs, postgraduate training programs, postgraduate fellowship training programs, disease management programs, medication therapy management programs, compounding programs, treatment programs, etc.)
- Awards or other recognition based on engagement activities.

**II. Professor/Full Specialist** - Tenured faculty members are expected to demonstrate excellence in *at least two of the three areas* (teaching, research/scholarly activities, and/or service).

**Teaching (Professional and Graduate):** A record as described for Associate Professor/Associate Specialist is expected and additional activities should include the following categories, but are not limited to:

- Developing new or expanding existing curricular areas or clinical rotations.
- Participate in securing educational development grants or conducting experimental educational programs.
- Sustained annual record of publishing in-depth review articles and/or educational research relating to one's content expertise in professional journals accepted as important in the field.
- Mentoring junior faculty in designing and implementing or participating in classes and in generating material for their promotion and tenure dossier.

**Research/Scholarly Activities:** A record as described for Associate Professor/Associate Specialist is expected and additional activities of interest should include the following categories, but are not limited to:

- A sustained annual record of publication of original research and/or reviewed article published in peer-reviewed journals accepted as important in their field or in relevant publications (publications in the scholarship of teaching may be accepted here and vice versa).
- A sustained effort to secure competitive extramural funding (e.g., Federal agencies, pharmaceutical industry, foundations, or private sources) to support his/her independent/collaborative, research program (funding in the scholarship of teaching may be accepted here and vice versa).
- Peer recognition - Invited lectureships/presentations in other institutions or organizations at the state, national or international scientific/professional meetings.
- Successful patent applications, disclosures, and other types of scholarly contributions (Refer to P&T guidelines for Promotion and Tenure DKICP Professor, Specialists)

**Service/Outreach:** A record as described for Associate Professor/Associate Specialist is expected and additional activities of interest should include the following, but are not limited to:

- Service activities directed toward the advancement of the Profession of Pharmacy and/or contribution to the scientific community and improvement of societal health is valued at the local, state, national, international levels and the Pacific Basin community.

#### **D. Post-Tenure Review Process**

Faculty evaluation procedures are defined in the Memorandum of Agreement between The UH Hilo and UHPA published on December 17, 1993: <http://hilo.hawaii.edu/uhh/vcaa/documents/UHH-Faculty-Eval-5-Year-Review-Policy-1993.pdf>