
**GUIDELINES FOR APPLYING FOR CONTRACT RENEWAL,
PROMOTION and TENURE
FOR TENURE TRACK TEACHING FACULTY**

The seal of the University of Hawaii at Hilo is a circular emblem. It features a central torch with a flame, set against a background of a globe. The words "UNIVERSITY OF HAWAII" are arched across the top, and "HILO" is at the bottom. In the center, the Hawaiian phrase "MAKA MA KAMA" is written across the torch. The year "1947" is inscribed at the bottom of the seal.

ACADEMIC AFFAIRS – UNIVERSITY OF HAWAII AT HILO

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INTRODUCTION

This handbook provides guidance for full-time tenure track teaching faculty at the University of Hawai`i at Hilo. Tenure track positions for teaching faculty at the University of Hawai`i are those meeting both of the following qualifications:

- Rank I3-I5 (assistant professor, associate professor, or professor)
- Assignment of a permanent position number (not suffixed by the letter T)

Prior to receiving tenure, faculty members in these classifications are normally evaluated for contract renewal on a biannual basis during their first four years of employment and on an annual basis thereafter. The review process for full time non-tenure track faculty and for tenure track specialist faculty is discussed in separate documents. Included in this guide are descriptions of policies, processes and procedures for tenure track faculty to achieve contract renewal, advance in rank and gain tenure. The forms which are the basis of the contract renewal, tenure and/or promotion application are included in Appendix A.

Some of the guidelines included here apply only to candidates seeking tenure/and or promotion. Tenure track faculty applying for contract renewal should familiarize themselves with these guidelines and should use those portions of the included dossier forms that apply. Forms and instructions for applying for contract renewal are designed to allow candidates to use their contract renewal applications as the basis for their tenure/promotion applications. Many of the procedures surrounding promotion, and tenure are specified in articles X, XII, and XIV, and XV of the 2009-2015 Agreement between the University of Hawai`i Professional Assembly (UHPA) and the Board of Regents of the University of Hawai`i, usually referred to as the UHPA contract. The UHPA contract may be accessed at <http://www.uhpa.org/>. Candidates are encouraged to become familiar with the sections of the UHPA contract pertaining to contract renewal, tenure and promotion.

TIMETABLE

The sections below discuss issues related to the number of years faculty normally serve prior to application for contract renewal, promotion and tenure. Early in each fall semester, the Vice Chancellor for Academic Affairs sends forward a "Calendar for Personnel Actions" which shows that year's deadlines for the submission of the various materials related to an application.

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. Recent professional achievements at other accredited institutions subsequent to the candidate's last promotion 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.

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).

REQUIREMENTS FOR PROMOTION AND TENURE

There are general University requirements for tenure and promotion at various ranks. See below for 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.

Colleges and Departments may establish criteria which exceed these standards; they may also establish more specific requirements for how achievement of standards must be accomplished or documented. Candidates are advised to obtain copies of their own unit's requirements or guidelines for personnel action.

Tenure track candidates applying for contract renewal will be asked to present evidence of their performance and achievements in the same categories as those against which they will later be reviewed for tenure and promotion so that they can receive feedback on performance and determine if they are on track for a successful tenure application. A successful tenure/promotion application will be a compendium of activities, achievements, evaluations, and responses to evaluations over the course of the candidate's probationary period or since the candidate's last promotion. Thus, each application for contract renewal should be viewed as an opportunity for mentoring and guidance and should form the basis for the next year's application.

The general University specifications for duties, responsibilities, and minimum requirements for the ranks of Assistant Professor, Associate Professor, and Professor are presented below.

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 practica 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 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 service in the rank of Assistant Professor or higher. Time spent on an approved sabbatical leave may be used in partial fulfillment of this requirement.
- 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 unit.

- 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 service in the rank of Associate Professor or higher. Time spent on an approved sabbatical leave may be used in partial fulfillment of this requirement.
- 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 unit.
 - 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.

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 ways:

1	2	3
High quality teaching, and	High quality teaching, and	High quality teaching and
High quality contributions in scholarly/creative activities, and	High quality contributions in service, and	A balance of contributions in scholarly/creative activities and service that substantially exceeds the minimum requirements of demonstrated competence.
Demonstrated competence in service	Demonstrated competence in scholarly/creative activities	

REQUIREMENTS FOR CONTRACT RENEWAL

Candidates for Contract Renewal should base their applications on the same criteria as those for Tenure and Promotion. The application forms are designed to allow candidates to use their contract renewal applications as the basis of their tenure/promotion dossiers. Recommendations for contract renewal require that a faculty member's performance has been assessed for strengths and weaknesses and has been rated as satisfactory, that there is continuing need for the faculty member's services at the university, and that the faculty member has made the professional improvement or has demonstrated the professional and personal qualities needed by the Department or similar considerations. A positive assessment does not necessarily assure renewal of appointment.

APPLICATION PROCESS

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. The process for applying for contract renewal is parallel to the process for applying for promotion and/or tenure. The forms for applying for contract renewal and the individuals involved in the decision process are similar; the dates for application are different. At the beginning of each fall semester, a calendar listing the deadlines for various stages of the evaluation process, the Calendar for Personnel Actions, will be distributed by the Chancellor and will be posted on the Vice Chancellor for Academic Affairs' website. In addition to deadlines for the submission of material on the basis of which candidates are to be reviewed, there will be designated deadlines for the submission of requests to shorten or lengthen the probationary period, and for waiving minimum requirements for promotion.

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 requests to exclude one or more faculty from the candidate's TPRC, to be submitted to the Vice Chancellor for Academic Affairs.
- Deadline for submission of application dossier to the Departmental/Division Personnel Committee. The deadline for the submission of a Contract Renewal request will depend on whether the candidate is applying for a second or later contract.

The date for submission of the candidate's tenure/promotion application and dossier is set by the President of the University while the other dates are set by the Chancellor.

The application itself is referred to as a "dossier" which is a compendium of information about the applicant's achievements and qualifications for promotion and/or tenure ***assembled by the candidate***. In most cases, candidates are reviewed solely on the dossiers they themselves create. Instructions for creating a dossier begin on page 10, and the forms to be used are provided in Appendix A. The document for applying for contract renewal and tenure/promotion is the same, except that candidates for contract renewal will be instructed to skip sections which apply only to the application for tenure/promotion. Applications for contract renewal tenure and/or promotion are reviewed by a Department/Division Personnel Committee (DPC), the Department or Division Chair (DC), and the Dean of the candidate's college. Candidates for tenure and/or promotion will additionally be reviewed by a Tenure and Promotion Review Committee (TPRC), the Vice Chancellor for Academic Affairs and the Chancellor.

Membership on the Departmental/Division Personnel Committee is made up from tenured I4 and I5 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

The TPRC comprises tenured I4 and I5 faculty from all colleges across the campus who are recommended by the college or division and appointed by the Vice Chancellor

In colleges that are organized into Departments or Divisions, all dossiers are initially submitted to the DPC. 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 writes an evaluation that is, again, inserted into the dossier.

Candidates for Contract Renewal will have the opportunity to see the evaluations and to discuss them with the DC and the Chair of the DPC. The purpose of this meeting is to assure that the candidate understands the assessment and has received guidance as to how identified weaknesses might be addressed.

In colleges that are not organized into Departments/Divisions, the personnel process is initiated by the Dean. The candidate forwards the completed dossier to the DPC, which writes an evaluation. For candidates for contract renewal, the DPC will show the evaluation and recommendations to the candidate prior to sending the dossier to the Dean.

In all colleges, the application is then forwarded to the Dean who makes an independent evaluation. For contract renewals, the Dean makes the final decision and will inform the candidate in writing as to whether the contract will be renewed. For candidates for Tenure/promotion, the dean will insert his/her evaluation into the dossier and forward it to the Tenure and Promotion Review Committee (TPRC).

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 his/her 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 2009-2015 UHPA contract for details.) The FPP is the set from which exclusions are made. The Chancellor will inform the faculty of the location of the Faculty Personnel Panel listing, and a copy of the FPP list will be on file with UHPA. Exclusions or decisions not to exclude faculty are communicated to the Vice Chancellor for Academic Affairs on the TPRC Exclusion Form provided by the Vice Chancellor; it can also be accessed at <http://www.uhh.hawaii.edu/uhh/vcaa/>. Applicants cannot be assigned to a TPRC until the TPRC Exclusion Form is signed and submitted; applicants who do not wish to exclude anyone from their TPRC should indicate that choice on the form. Candidates' exclusions will remain confidential.

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, which is returned to the appropriate Dean who forwards it to the Vice Chancellor, who in turn 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 and to submit written comments and additional materials.

These rights and the procedures for handling a case where there is a negative recommendation are given in Article XII Tenure and Service, Section H and Article XIV Promotion, Section D of the 2009-2015 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).

INSTRUCTIONS FOR PREPARING THE CONTRACT RENEWAL, TENURE AND PROMOTION DOSSIER

INTRODUCTION AND PHILOSOPHY

The process by which a University of Hawai`i at Hilo faculty member receives tenure may be the most important experience of his or her professional career. Likewise, because academic tenure carries with it the expectation of continuous appointment to the faculty, the decision is equally important for UH Hilo and your colleagues. Much the same can be said for the academic promotion process. The process by which probationary tenure-track candidates are evaluated for contract renewal is intended to be parallel to the tenure/promotion process so that candidates can shape their professional activities and begin to create a dossier that will lead to a successful application for tenure. These instructions have been written to assist you in the preparation of your application.

To provide all evaluators with adequate time to consider your application, the University has established the deadline date shown on the Calendar for Personnel Actions by which you must have completed and submitted your application to the chair of your DPC. This calendar is provided to all faculty at the beginning of the academic year and are posted on the Vice Chancellor for Academic Affairs' website.

Because the quality of the permanent faculty is the University's most important resource, the personnel review process is essentially conservative. Both faculty and administration evaluators will be asking the question, **"Has the applicant presented a clear and convincing case (in the application form and supporting attachments) for tenure and/or promotion?"** The answer must be "yes" if positive recommendations are to be made. Recommendation for contract renewal requires that a faculty member has presented a clear and convincing case that s/he is making reasonable progress toward fulfilling standards for tenure/promotion, that there is a continuing need for the faculty member's services, and that the faculty member has made the professional improvement or has demonstrated the professional and personal qualities needed by the Department, or similar considerations. Faculty who intend to apply for tenure and/or promotion in future years are strongly urged to make regular efforts to compile documentation of achievements, continuing professional growth, and contributions to the university.

Your application dossier is the means by which you inform those involved in the review process of your achievements and ability. Therefore, your dossier should contain as much objective evidence as possible. The reviewers of your application are required to make their own assessment of your record, and specific factual information is more useful than general statements. In preparing your application dossier, select evidence that most clearly highlights your achievements. In many cases, your reviewer will not be an expert in your field of specialization, so you should make every attempt to present material that can be understood by non-specialists.

The attached forms indicate what information must be provided in the dossier. For suggestions as to documentation that will support your application, please see the section on Further Advice on Dossier Preparation, below. Documentation should be included in appendices. The complete dossier without separate appendices should fit comfortably into a one- or two-inch three-ring binder.

THE APPLICATION FORM: SPECIFIC INSTRUCTIONS

Include a table of contents at the very beginning of the dossier.

The section breaks in this document control pagination and headers. Do not delete the section breaks. To add your name to the top of each page, click on the header “ApplicantName,,” add your name and delete “Applicant Name.” Close the header/footer by clicking on the red “close” icon in the upper right hand corner of Word.

Parts I-II of the form are self-explanatory.

Your curricula vitae comprises Part III. Paginate the vitae and indicate on the form the last page of the vitae. This is for your protection in case of loss of pages. The vitae must clearly indicate the following:

- All academic degrees at baccalaureate and graduate levels (include degree, subject, institution, and date awarded).
- Foreign or Other Degrees and Professional Licenses (if applicable; include degree, subject, institution, and date awarded).
- Graduate credits, post-doctoral work, and so forth since last degree (if applicable; include institution, dates, subject, and credits).
- Prior Experience (list with dates, in reverse chronological order, beginning with your affiliation with the last institution or organization before coming to UH Hilo).
- Publications, Presentations and Performances. Indicate or list separately all works published since your date of hire or last promotion. Characterizations such as the following are appropriate: article in a peer reviewed journal; article in an editorially reviewed publication; book or monograph; chapter in a book, peer reviewed exhibition, paper in a proceedings, abstract of a paper, technical report published within the University such as a working paper. In the case of multi-authored papers it is recommended that you describe your % effort.
- Grants, Contracts, and Development Activities. List any grants or contracts submitted through the University of Hawai`i, and indicate whether they are successful, unsuccessful, or pending. Indicate whether you are the principle investigator or are involved in some other capacity. Also report any activities aimed to bring development resources to UH Hilo.

In Part IV, Sections A-C. please provide the requested information about courses taught, adjustments to teaching load, and students for whom you have provided individual academic instruction.

In Section D of Part IV, you are asked to discuss the specific achievements and abilities on which you base your application. You may wish to include a copy of your unit guidelines here, since you will want to show that you are satisfying your unit’s requirements as well as the University’s requirements.

To provide you with the greatest flexibility to describe your situation, Part IV requests that you prepare two STATEMENTS regarding your work. As shown on page 4.2, the first is a statement of your endeavors in teaching, research/scholarly activity, and service. In the statement of endeavors, you should provide information which would enable the reviewers to analyze separately the quality and impact of your teaching, scholarly/creative activities and service during your years at UH Hilo. An optional fourth category (Other) is provided in case some of your efforts and achievements do not fit neatly into the designations of "teaching," "scholarly/creative activities," and "service". It is recommended that you attach a copy of your unit's guidelines and that your discussion makes it clear that you are satisfying these.

Throughout the discussion of your endeavors, you may wish to direct your reviewers' attention to supporting material included in the appendices (see below). Different reviewers will look more closely at different parts of your documentation; few reviewers will read through all of your appendices. It is your responsibility to document the activities listed on your curriculum vita and to call attention to evidence available in the appendices.

The second statement is one describing your plans for the future as a member of the faculty at UH Hilo. This statement should contain an extrapolation of your current activities and a realistic prediction of your future plans and activities. You might include, for example, plans for future curriculum development, innovative teaching, your current and future research and/or scholarly and/or creative activity plans, your plans to help your department or division meet the UH Hilo mission and long-range goals and your long-range career aspirations.

For your own protection, be sure that every page of material you add has a page number, starting with 4.4 and proceeding sequentially. To guard against the loss of any material, enter the number of the last page submitted in the appropriate space on page 4.2 of the application.

SUPPORTING MATERIALS

Materials that support your application should be included as appendices to your dossier. These appendices should be listed in the Table of Contents and clearly labeled as to the contents of each appendix. For example, summaries of the results of Student Feedback Forms might appear in the text of your "endeavors" discussion, while copies of the forms themselves should be included in an appendix labeled "Student Feedback Forms." It is highly recommended, although not mandatory, that you include *all* of the actual forms from all classes you have taught at UH Hilo (or since your last promotion at UH Hilo). Reviewers may determine that they are unable adequately to assess your teaching without these forms or other evidence of your teaching effectiveness at all levels and across time. Similarly, your curriculum vitae will contain a bibliography (or list of art exhibitions or dramatic performances) while the body of your statement might include a discussion of your overall scholarly/creative agenda and how your publications and presentations further your aims. You may wish to discuss the impact of your work in your statement, including indicating the ranking within your discipline of the places where your work has appeared. The actual articles or programs should be placed in one or more appendices. For larger materials such as books or works of art, you are welcome to note that these will be made available upon request.

The completed dossier without separate appendices should fit comfortably into a two-inch three-ring binder. The documents included in the appendices should be chosen carefully for objective and cogent information, and redundancy should be avoided.

UNSOLICITED MATERIAL

In general, the dossier will contain only material supplied by the candidate and recommendations from each level of review. Prior to the first step in the review process (review by the DPC), unsolicited material might be sent to Division/Department Chairs or administrators. These will be accepted for inclusion in the dossier only after the candidate has had the opportunity to review and respond to the material. Unsolicited materials accepted by the DPC will be listed by the Chair of the DPC in Section V Part A of the dossier, and the Chair will provide the candidate the opportunity to see the material and to respond to it within no less than five business days. Responses if any will be placed along with the material in an appendix of the dossier.

Once the DPC has begun its review, no unsolicited material will be included in the dossier. This applies to unsolicited letters from Department Chairs or Departments. It does not apply to solicited external reviewers' comments, including those agreed upon by the applicant.

FURTHER ADVICE ON DOSSIER PREPARATION

TEACHING

You must have documented evidence of your teaching effectiveness and ability. Commonly used forms of evidence include:

- a statement of your teaching philosophy or your goals for your students
- graphs or tables of quantitative teaching evaluations as well as a complete set of the forms themselves,
- samples of the qualitative (narrative) portion of the teaching evaluations as well as the complete set of responses
- discussion of students' evaluations and any plans you might have to incorporate this information into your teaching A set of evaluations below the norm should be addressed to show your analysis of what might not have worked in that particular class and how you have adjusted your teaching
- innovative teaching materials or descriptions of innovative methods
- sample syllabi
- sample assignments
- sample student work
- letters from your peers who have observed one or more of your classes
- Publications, presentations or other scholarship related to pedagogy. (At UH Hilo, publications and presentations related to pedagogy also count toward the scholarly/creative requirements.)
- Special recognition by awards or citations for excellence in teaching

Teaching responsibilities encompass a broad range of activities in addition to formal instruction. For example, you may wish to document your efforts with respect to curriculum development, laboratory supervision, supervision of independent studies, practica and internships, student mentoring, collaboration in research with students, assessment and improvement activities, innovative use of instructional technology, classroom assessment activities that produced improvements in your pedagogy and student performance, service on thesis/dissertation committees, and participation at educational workshops.

Evidence of progress over the years in the scope, depth and effectiveness of your teaching will be helpful to reviewers in evaluating your maturity as an instructor.

Academic advising is an important part of each faculty member's responsibilities. Applicants are urged to describe their advising philosophy and their efforts to provide quality advising. If possible, applicants should offer evidence of activities and effectiveness both during formal advising and serving as an academic/career mentor.

Some units describe in their guidelines very specific requirements related to teaching. Be sure to consult these guidelines and to include them in Part IV of the dossier.

SCHOLARLY/CREATIVE ACTIVITIES

A continuing commitment as a contributor to the discipline and the profession is an important measure of the UH Hilo instructional faculty member. The breadth with which this requirement has been interpreted at UH Hilo reflects an institutional belief that professional vitality may take many forms. Many colleges or programs have very specific expectations regarding how the scholarly/creative activities requirement should be satisfied. Be sure to consult your department chair, dean and other colleagues in your unit and to include any relevant unit guidelines in Part IV of the dossier.

Make a clear division between work published or completed since your initial appointment (or last promotion) and earlier work. **Work presented for one promotion may not be used to support an application for the next promotion.**

Peer reviewed publications and performances are the most common most widely accepted means of demonstrating this commitment. Description of your activities might include brief statements about each project on which you are working or have worked, the nature of external or intramural support, and names of collaborators. Use the citation format standard to the discipline. For each item, give a complete citation and, where there are multiple authors, list the authors in the order in which they appear in the article and comment on the extent of your role in the project. Characterizations such as the following are appropriate: article in a peer reviewed journal; article in an editorially reviewed publication; book or monograph; chapter in a book, peer reviewed exhibition, paper in a proceedings, abstract of a paper, technical report published within the University such as a working paper.

Make a clear distinction between published work, work in press (include evidence of acceptance for publication), and work that has been submitted for consideration.

Reprints, announcements, programs, recordings, etc., should be included in the supplementary materials or available upon request of reviewers.

Other forms of evidence of your contributions to the profession include honors, conference presentations, fellowships, visiting lectureships and invitations to organize or participate in symposia,

conferences or workshops, invitations to be a professional referee, judge or reviewer, election to honorary societies and editorial boards and special awards or prizes.

Faculty members in the fine arts frequently demonstrate their contributions to the profession by citing works of art, literature, drama or music and when and where performed or displayed. Juried exhibits or publication in peer reviewed journals should be so noted. The nature of the creative activity (composition, conducting, directing, etc.) should be noted. Performances of the work of others should be included if they represent the creative contribution of the performer. Copies of invitations to exhibits, programs, manuscripts, etc., are usually placed in appendices. External critiques by professional reviewers are particularly welcome. In some cases, your contribution may be demonstrated by continuing activity rather than by a specific product. In this case, you should include detailed descriptions of your current activities and the manner in which they maintain currency in the profession. If they are expected to produce a definite result, you might wish to estimate when the final outcome will be achieved and what form it might take.

SERVICE

The third role expected of UH Hilo faculty members is that of resource to the University, the community and the profession. Such service should either be in one of your areas of academic training or expertise or should be directly related to your position as an academician. Notable examples of service would include, but are not restricted to: (1) effective and imaginative participation in university governance, in the formulation of department, division and college policies, and in physical planning, (2) service to the community, state, national and/or international agencies in a candidate's capacity as an academician, (3) contributions to student welfare through service on student-faculty committees and as advisor to student organizations, (4) service as an unpaid consultant to government, educational institutions, industry, or professional societies beyond that considered under scholarly activities, etc.

Some reviewers find that a list of service contributions, in reverse chronological order by year or semester is very helpful in evaluating the level of contribution. Other reviewers find that service contributions are best described by short statements of the nature, amount, quality and outcome of the service. Supporting documents in the appendices are helpful if they include written assessments by qualified colleagues, supervisors, and others. In cases where the service results in a product (such as a report or a new policy), a copy of the product and a description of your contribution can be helpful.

COLLEAGUES COMMENTS

Candidates are strongly encouraged to request letters from their Department Chair and other members of the department. These letters should include a statement about the department's continued need for the candidate's expertise and service and the candidate's contributions to the functioning of the department. Candidates should reference these letters in their application while the letters themselves should be placed in an appendix.

SOME FINAL SUGGESTIONS

1. Allow yourself enough time to do a complete, accurate job of preparing the application.
2. Remember who will be reading the application. Most of them will not be in your field of expertise. Make it readable, concise, easy to follow and sufficient in terms of depth, scope and accuracy. Do not hesitate to ask questions of your senior colleagues, your Division Chair, or the Dean.

**Appendix A: Contract Renewal, Tenure, and Promotion Forms
for Tenure Track Teaching Faculty**

**TPRC Exclusion Form
FOR CANDIDATES FOR TENURE/PROMOTION ONLY**

(Please note: In order for your tenure/promotion application to be assigned to a Tenure and Promotion Review Committee, you must return this form. If you do not wish to exclude anyone, please check the appropriate box above the table.)

Tenure and Promotion Review Committees (TPRC) are composed of tenured faculty members appointed by the Chancellor or Vice Chancellor for Academic Affairs. In practice, members of the TPRC are chosen from among the tenured faculty at UH Hilo. All *potential* members of TPRCs are listed on the Faculty Personnel Panel (FPP). A listing of members of the FPP is provided by the University System administration each fall. The FPP listing can be found in the offices of:

- | | |
|---|--|
| Vice Chancellor for Academic Affairs | Dean, College of Business & Economics |
| Vice Chancellor for Student Affairs | Director, College of Hawaiian Language |
| Dean, College of Agriculture, Forestry &
Natural Resource Management | Dean, College of Pharmacy |
| Dean, College of Arts & Sciences | Director, Library Administration |

Faculty members whose dossiers will be reviewed by a TPRC for either tenure or promotion have the option of excluding up to ten members of the FPP from the TPRC assigned to their case. This option is provided for in the UHPA-UH 2009-15 Agreement, Article XV.C.

Whether or not you choose to exclude from your TPRC, you must return your completed TPRC Exclusion Form to the Office of the Vice Chancellor for Academic Affairs by the date specified in this year's Calendar for Personnel Actions, which can be found at <http://hilo.hawaii.edu/uhh/vcaa/PersonnelPoliciesandProcedures.php> Please also e-mail the form as an attachment to vcaa@hawaii.edu with a subject line "Tenure and Promotion Exclusion Form". DO NOT include this form in your dossier.

Indicate that you choose not to exclude any members of the FPP; **or** list the names of any members of the FPP that you wish to exclude from your TPRC.

APPLICANT'S NAME _____
Requested personnel action: Promotion to (indicate rank) _____ Tenure _____

	I choose not to exclude any members of the FPP.	
	I choose to exclude the following members of the FPP as listed below:	
	1)	6)
	2)	7)
	3)	8)
	4)	9)
	5)	10)

Signature: _____

Date: _____

**UNIVERSITY OF HAWAI'I AT HILO
APPLICATION FOR TENURE AND/OR PROMOTION**

- Contract renewal only
- Tenure only
- Promotion only
- Tenure and Promotion

PART I. To be completed by the Applicant.

Name of Faculty Member: _____

Division or Unit: _____

Current Rank/Step: _____

Date of Current Rank: _____

Date of Application: _____

[] If there has been a waiver of minimum qualification(s), check the box and attach documentation immediately following this page.

If any part of this application is for **tenure**, consideration is (check one):

- ___ A. Based upon the applicant being in the final year of probationary service.
- ___ B. Prior to the final year of probationary service (Approval from the UH Hilo Chancellor must be attached)
- ___ C. After extension of the probationary period (Date of Chancellor's action):
___/___/___).

ApplicantName

PART II. TO BE COMPLETED BY APPLICANT

A. I certify that I have read this personnel application, the Guidelines for Applying for Contract Renewal, Promotion, and Tenure, and my unit's guidelines and that I understand the performance requirements and the kind of information required. After reading these documents, I have concluded that I wish to apply for:

- contract renewal
- tenure
- promotion
- tenure and promotion

 Signature Date

Note: Probationary faculty in the final probationary year who do not apply for tenure or an extension of probationary period will be given a terminal year contract for the following academic year.

B.. Consultation (check as appropriate)

- ___ 1. I consulted with my DC or comparable unit head regarding my application
- ___ 2. I did not consult with my DC or comparable unit head regarding my application
- ___ 3. I was unable to consult with my DC or comparable unit head regarding my application. (Please give reasons)

 Signature Date

C. In the event that it should be impractical to notify me of the University's decision on my application by personal delivery in writing, I ask that notice be given by certified mail to the address given below:

Address _____

 Signature Date

Part II. (continued)

E. Employment History:

List in chronological order the dates of all personnel actions pertinent to you beginning with your initial affiliation with UH Hilo. These should include, where appropriate, contract renewals, promotions, sabbatical leaves, leaves without pay (indicate the purpose of such leaves), study leaves, and periods of broken service.

<u>Date</u>	<u>Personnel Action</u>
-------------	-------------------------

Part III. Immediately after this page insert a curriculum vita.

Please include page numbers in the vita.

Note here the final page number of pages of the vita: _____.

The vita must clearly indicate the following:

- All academic degrees at baccalaureate and graduate levels (include degree, subject, institution, and date awarded).
- Foreign or Other Degrees and Professional Licenses (if applicable; include degree, subject, institution, and date awarded).
- Graduate credits, post-doctoral work, and so forth since last degree (if applicable; include institution, dates, subject, and credits).
- Prior Experience (list with dates, in reverse chronological order, beginning with your affiliation with the last institution or organization before coming to UH Hilo).
- Publications, Presentations and Performances. Indicate or list separately all works published since your date of hire or last promotion. The nature of each work should be indicated (peer-reviewed journals, book chapters, presentations etc; see instructions for more details.) In the case of multi-authored papers it is recommended that you describe the nature of your contribution and % effort.
- Grants, Contracts, and Development Activities. List any grants or contracts submitted through the University of Hawai'i, and indicate whether they are successful, unsuccessful, or pending. Indicate whether you are the principle investigator or are involved in some other capacity. Also report any activities aimed to bring development resources to UH Hilo.

Part IV. Contributions in Teaching, Research, and Service.

- A. List of Courses Taught.** On the next page, list in chronological order all courses taught since your date of initial appointment at the University of Hawai'i. Courses taught through CCECS or in Summer Session or at an institution other than UH Hilo should also be noted. If additional space is required, append additional suitably-numbered pages.

- B. Adjustments to Course Load.** List in chronological order all adjustments to the 9-credit course load, such as grant buy-outs, released time for administrative service, instruction of unusually large lecture courses, and laboratory instruction. Also, if any of the courses listed in part A were team taught, note here your % effort in the course.

- C. Individual Instruction.** List the number of students you supervised in independent study, and the number of students whose senior thesis you supervised. Insert more lines if necessary.

Number of Independent Study Students

Number of Senior Theses

20__ -

20__ -

20__ -

20__ -

19__ -

Sections A and B reviewed by Chairperson/Unit Head for accuracy of information:

Chairperson _____
Print Name

Signature

Date

Part IV. (continued)

Attach statements of endeavors after page 4.3, with your name on the upper right of each page. You may also wish to attach a copy of your unit's guidelines

D. Statement of Endeavors

Indicate the page numbers of your statements of endeavors in the following categories:

Instructional activities (4.4__ to 4.___)

Research/scholarly/creative activities (4.___ to 4.___)

Service activities (4.___ to 4.___)

Other activities (optional) (4.___ to 4.___)

E. Statement of Your Plans for the Future as a Member of the UH Hilo Faculty

Attach a statement on your future plans and the way in which they relate to the mission and the character of UH Hilo.

Statement of Future Plans (4.___ to 4.___)

Note here the final page number of submission (4.___)

F. Supporting materials

Organize supporting materials into separate appendices. Be sure each appendix, labeled as to its contents, is listed in a Table of Contents at the beginning of the application. The list of appendices here is an example. It is highly recommended that candidates provide all Student Feedback Forms in an appendix; summaries of results and discussions should appear in the appropriate Endeavors section in the body of your application.

Appendix A Previous DC and DPC Evaluations (if any)
(pages 1 to ___)

Appendix B Responses, if any, to criticisms in Appendix A
(pages 1 to ___)

- Appendix C Solicited Comments from the Department and/or other colleagues. The applicant may invite her/his department, including the chair, to submit comments on the applicant's achievements. Such comments should be inserted by the candidate in Appendix C.
- Appendix D, Unsolicited materials. If any are sent to the DPC, the candidate must be offered the opportunity to review the material and respond to it. A record of material received and candidates' responses (if any) will appear in Part V of the dossier.
- Appendix E, F, etc.
Additional optional appendices may be used to present evidence of teaching performance, scholarly achievements, and service contributions. For example, various appendices could contain student feedback forms., course syllabi, qualitative student evaluations, copies of published articles, letters of acceptance for work accepted for publication but not yet in print , and letters attesting to teaching effectiveness, service activities, or other accomplishments.

PART V.

A. The Chair of the DPC should list any unsolicited materials received by the DPC, the date each item was shared with the candidate, and the date any response from the candidate was received. Candidates should have at least five business days to respond. The unsolicited material and the candidate's responses should be placed in an appendix.

Description of unsolicited material and date received	Date provided by DPC chair to candidate	Date of receipt by DPC chair of candidate's response (if any)

To be completed by the DPC Chairperson: These materials and responses can be found in _____ (section of the dossier).

DPC Chairperon's name

Signature

Date

B. Assessment of the Applicant's Strengths and Weaknesses by the DPC:

PART V. (continued)

C. DPC's Certification:

We hereby certify that the assessment recorded on page 5.2 was made by the Committee. Furthermore, if a recommendation is shown below, we certify that the vote recorded is correct and that it was taken by secret ballot.

	Print Name	Signature	Date
DPC Chair			
Member			
Member			
Member			
Member			
Member			

D. DPC's recommendation (if one is made) with number of votes in each category.

If contract renewal is being considered:

___ Members voted to recommend contract renewal

___ Members voted to recommend against contract renewal

___ Members abstained from voting on contract renewal

If tenure is being considered:

___ Members voted to recommend tenure

___ Members voted to recommend against tenure

___ Members abstained from voting on tenure

If promotion is being considered

___ Members voted to recommend promotion

___ Members voted to recommend against promotion

___ Members abstained from voting on promotion

PART VI. DIVISION OR DEPARTMENT CHAIR (DC) if any. If not, this page remains blank.

A. DC's Assessment of the Applicant's Strengths and Weaknesses (attach a separate sheet if necessary):

B. DC's Recommendation: (if one is made)

DC _____
Print Name

Signature

Date

PART VII. DEAN

A. Dean's Assessment (attach a separate sheet if necessary):

B. Dean's decision for contract renewal:

- 1. The candidate's contract will be renewed []
- 2. The candidate's contract will **not** be renewed []

C. Dean's Recommendation for tenure and/or promotion:

If tenure is being considered:

- 1. Tenure be granted []
- 2. Tenure **not** be granted []

If promotion is being considered:

- 1. Promotion be granted []
- 2. Promotion **not** be granted []

Dean _____
Print Name

Signature

Date

**Candidates for contract renewal: this is the last page of your application.
Only candidates for tenure and/or promotion should include pages 8.1 – 12.3.**

PART VIII (continued). **TPRC'S ASSESSMENT AND ACTION**

A. Assessment:

PART VIII. (continued)

B. TPRC's recommendation is as follows: (give number of votes in each category):

If tenure is being considered:

___ Members voted to recommend tenure

___ Members voted to recommend **against** tenure

___ Members abstained from voting on tenure

If promotion is being considered

___ Members voted to recommend promotion

___ Members voted to recommend **against** promotion

___ Members abstained from voting on promotion

C. TPRC's Certification:

We hereby certify that the assessment recorded on page 8.2 was made by the Committee and that the vote recorded is correct and that it was taken by secret ballot.

	Print Name	Signature	Date
TPRC Chair			
Member			
Member			
Member			
Member			
Member			

PART IX. VICE-CHANCELLOR FOR ACADEMIC AFFAIRS (To be completed only when the candidate does **not** report to a dean.)

My recommendation is as follows:

If tenure is being considered:

- 1. Tenure be granted []
- 2. Tenure **not** be granted []

If promotion is being considered:

- 1. That promotion be granted []
- 2. That promotion **not** be granted []

Vice-Chancellor _____
Print name

Signature

Date

PART X. CHANCELLOR

My recommendation is as follows:

If tenure is being considered:

- 1. Tenure be granted []
- 2. Tenure **not** be granted []

If promotion is being considered:

- 1. That promotion be granted []
- 2. That promotion **not** be granted []

Chancellor (Print)

Signature

Date

[] The above recommendation agrees with that of the TPRC.

[] The above recommendation **disagrees** with that of the TPRC. The case was discussed with the TPRC on _____.

PART XI. EXAMINATION OF DOSSIER

A. I request permission to examine my dossier as a result of notification by the Chancellor that it contains a negative recommendation.

Signed _____ Date _____

B. I acknowledge having examined the dossier and will/will not submit written comments and additional material to the Chancellor by 4:30 pm on ___/___/___.

Signed _____ Date _____

C. I acknowledge receipt of written comments and additional materials from the applicant. These have been appended as pp. 10.2 to 10.____ and will be transmitted (together with pages 11.1 and 11.2 of the application form) with the dossier to the TPRC.

Signed _____ Date _____
Chancellor or Designee

PART XII. TPRC'S REASSESSMENT AND ACTION

(To be completed only when there has been a negative recommendation and new materials have been submitted by the candidate.)

Additional materials received:

A. Reassessment:

PART XII. (continued)

B. TPRC's recommendation upon reassessment is as follows: (give number of votes in each category):

If tenure is being considered:

___ Members voted to recommend tenure

___ Members voted to recommend against tenure

___ Members abstained from voting on tenure

If promotion is being considered

___ Members voted to recommend promotion

___ Members voted to recommend against promotion

___ Members abstained from voting on promotion

C. TPRC's Certification:

We hereby certify that the reassessment recorded on page 12.1 was made by the Committee and that the vote recorded is correct and that it was taken by secret ballot.

	Print Name	Signature	Date
TPRC Chair			
Member			
Member			
Member			
Member			
Member			

PART XIII. CHANCELLOR'S REASSESSMENT

Additional materials received (to be completed only when the initial recommendation of the TPRC was positive):

A. Chancellor's Reassessment

B. Chancellor's Recommendation

If tenure is being considered:

- 1. Tenure be granted []
- 2. Tenure **not** be granted []

If promotion is being considered: (the following section is not to be completed in the case of automatic promotion accompanying tenure):

- 1. Promotion be granted []
- 2. Promotion **not** be granted []

Chancellor (Print)

Signature

Date

C. Discussed with TPRC on __/__/__.

ApplicantName