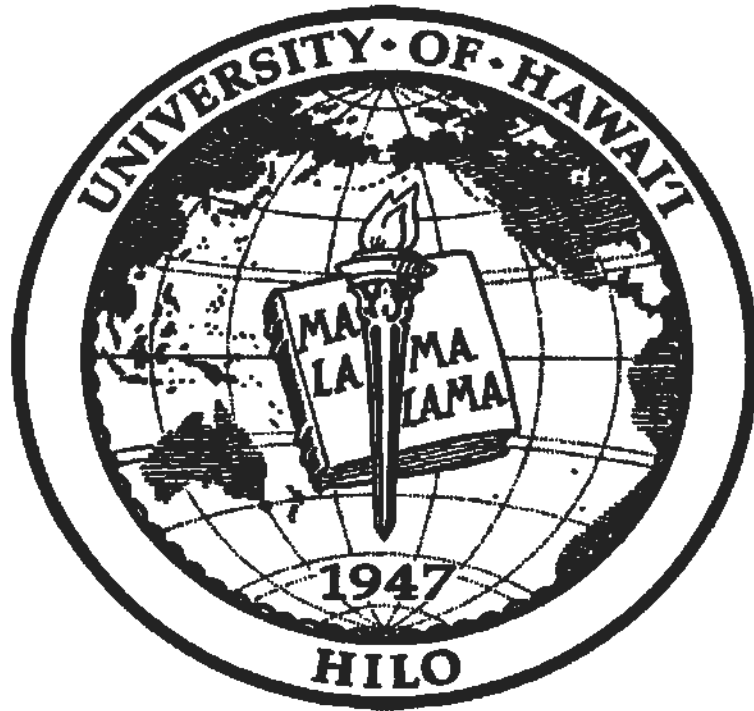

**PROCEDURES FOR I-2 INSTRUCTIONAL FACULTY APPLYING FOR I-2 to I-3
PROMOTION**



APPROVED:

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Bonnie D Irwin Digitally signed by Bonnie D Irwin
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Bonnie Irwin, Chancellor

James D Kendush 10/16/2023
University of Hawai'i Professional Assembly

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This document provides guidance for instructors at the University of Hawai'i at Hilo who wish to apply for contract renewal and I-2 to I-3 promotion as well as for faculty committees and Dean/Directors who will be reviewing these applications. These are general expectations for review and evaluation; units are encouraged to create and promulgate more specific sets of expectations. This document follows and references the 2021-2025 Bargaining Unit 07 Collective Bargaining Agreement between the University of Hawai'i and the University of Hawai'i Professional Assembly.

General Promotion Guidelines from I-2 to I-3

Duties and Responsibilities. The primary responsibility of an assistant professor is to conduct assigned 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. A doctorate 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 doctorate may be waived by the University upon demonstration of appropriate professional training, competence or experience.
- B. Applicants must have completed at least 5 years of continuous service at UH Hilo as an Instructor. There is an expectation the applicant must demonstrate high quality teaching performance during this period. High quality teaching can be evidenced by some combination of teaching evaluations, course materials, letters of support, evaluations by other faculty, etc.
- C. Potential for high quality contributions in at least one of the following areas and potential for competence in the other, or a potential for a balance of contributions in scholarly/creative activities and service that substantially exceeds the minimum requirements of demonstrated competence.
 - a. Scholarly contributions and/or creative contributions in the individual's field appropriate for the rank and the standards of the specific unit. Applicants should demonstrate productive and significant scholarship potential at some point within the past five years that reflect probable success as an Assistant Professor as evidenced by publications, grants, or other metrics that provide evidence the applicant can successfully design and complete research/scholarly activity independently, as well as a well-thought out research plan.
 - 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. Participation by the instructor in past university service will be regarded as a positive demonstration for success as an Assistant Professor.

Outcomes:

- Upon promotion from I-2 to I-3, the faculty may request tenure-track status with a memo to the Chancellor inclusive of recommendations from the department chair, Dean, and VCAA. In the main, such requests will be honored in keeping with the spirit of Article XIII.B of the

2021-2025 Agreement provided the position number is permanent.

- If promotion from I-2 to I-3 is denied, faculty committees and Dean/Directors may recommend in-rank promotion (provided the faculty meets the required minimum qualification) and/or renewal of contract (if required).

INSTRUCTIONS FOR PREPARING THE CONTRACT RENEWAL AND I-2 to I-3 PROMOTION DOSSIER

Required Documentation

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

Curriculum Vitae: Include a vitae that clearly indicates 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 the 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 principal investigator or are involved in some other capacity. Also report any activities aimed to bring development resources to UH Hilo.

Executive Summary: Include an executive summary of the statement of endeavours.

Teaching: You must have documented evidence of your teaching effectiveness and ability. Evidence of your teaching effectiveness and ability should 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

- Letters from at least 2 different faculty of the university addressing teaching who have observed one or more of your classes (letters should be updated once every 3 years)

Other commonly used forms of evidence include:

- innovative teaching materials or descriptions of innovative methods
- letters from former students (unsolicited/solicited letters) discuss your impact in their academic and professional career.
- sample syllabi
- sample assignments
- sample student work
- Publications, presentations or other scholarships related to pedagogy.
- Special recognition by awards or citations for excellence in teaching

Research: You must demonstrate productive and significant scholarship potential within the past five years that reflect probable success as an Assistant Professor as evidenced by publications, grants, or other metrics that provide evidence the applicant can successfully design and complete research/scholarly activity independently. Evidence should include:

- a description of your research program (keep in mind that evaluators may not necessarily be experts in your field of expertise). You should also include your future research plan and how you will contribute to the field, for example,
 - Literature review of relevant recent work in your area
 - Plans for including students in your research
 - Plans for attracting extramural support
 - Plans for having a substantial impact on the field
 - Plans for collaboration with other researchers, at UH Hilo and elsewhere.
- letters of reference from individuals familiar with your scholarly work discussing your contributions and/or potential as a researcher

Previous Evaluations: Include previous DC and DPC/CPC Evaluations (if any) and responses, if any, to criticisms.