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Promotion Guidelines

DKICP-UHH

**Department of Pharmaceutical Sciences
The Daniel K. Inouye College of Pharmacy
University of Hawai'i at Hilo
Accepted by the Faculty, August 9th 2017**

Criteria for Promotion

Non-Tenure Specialist Faculty (Research Track)

General Comment: These guidelines are intended to supplement the university requirements and procedures. They are not to be interpreted as supplanting these university requirements and procedures. Thus, this document describes specific criteria and standards which will be used to evaluate whether candidates meet the general criteria for promotion developed by the University of Hawaii at Hilo. The criteria, standards, and procedures are applied without regard to race, religion, color, sex, national origin, handicap, age, veteran status, or sexual orientation.

Mission Statement

The instructional and research functions of the University in some areas require the support of certain persons with full professional training or experience, but who do not themselves teach or conduct research. Frequently persons in these positions must be familiar with the processes of teaching and research in order to render required support effectively. Examples of such positions are the counselors and other professional positions in the Office of Student Affairs; non-research but highly specialized positions in research units; technicians serving instructional laboratories; and like positions which provide professional services auxiliary to instruction or research programs, such as those in Instructional Resources Service Centers.

The role of the Specialist faculty (Research Track) in the Daniel K. Inouye College of Pharmacy (DKICP) is complementary to that of instructional faculty. They are faculty who possess full professional training in the processes and methods of research, but whose role is to maintain research equipment and facilities and support faculty research.

Preamble

The responsibilities of specialist faculty generally involve three distinct categories of activities which can be perceived as parallel to the tripartite model characterizing instructional faculty workload and pursuit of excellence. The categories are: 1) Professional activities; 2) Research/scholarly activities; and 3) Service activities. Faculty specialists are expected to demonstrate proficiency in each of the three categories.

The non-tenure specialist (research track) has four levels of appointment: 1. *Junior Specialist (S2)*, 2. *Assistant Specialist (S3)*, 3. *Associate Specialist (S4)*, and 4. *Full Specialist (S5)*.

The application and dossier for promotion are initially submitted to the DKICP Division Personnel Committee (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 Department

Chair. The Department Chair writes an evaluation and inserts it into the dossier and forwards to the Dean. The Dean makes an independent evaluation, inserts it in the dossier and forwards the dossier to the Tenure and Promotion Review Committee (TPRC). Then the process will follow the UH Hilo guidelines and Calendar for Personnel Actions, which shows that year's deadlines for the submission of the application and dossier to the evaluators such as TPRC, VCAA, Chancellor, and President, who submits final recommendations to the Board of Regents for action.

To be considered for promotion, a faculty member should have demonstrated competence or high quality of accomplishments based on the rank of specialist research track appointment in professional achievement, service and research/scholarly activities. A successful candidate should have a significant record of accomplishment as a faculty member and show promise of continued professional growth and recognition.

Candidates who wish to apply for early promotion to Assistant, Associate or Full Specialist must demonstrate an equal record of accomplishment than regularly scheduled submission and must request a waiver from the Chancellor's office prior to submitting the application.

Solicitation of External Review Letters

The intent of external reviews is to assess the national reputation and quality of the applicant and to provide an external quality control to the evaluation process, it is important to avoid reviewers with significant personal or professional relationships with the applicant. Therefore, external letters from mentors and current or former collaborators should be avoided. In addition, external reviewers should generally reside at peer institutions with a mission similar to that of the Daniel K. Inouye College of Pharmacy and the University of Hawai'i at Hilo. By August 1, the candidate should provide a list of 6 potential external reviewers to the Department Chair. The candidate may also provide a list of up to 5 individuals who should be excluded as potential external reviewers. The Department Chair will develop a final list of reviewers by selecting up to 5 names from the candidate's list and adding up to an additional 2 names, from which letters of evaluation of the candidate will be solicited. The Department Chair should solicit agreement to conduct the evaluation prior to sending reviewers the candidate's packet, which includes a CV, electronic dossier, and the promotion guidelines. Letters to external reviewers should be sent no later than September 7 with a requested due date of approximately October 1.

When the dossier is distributed to the DPC, the Department Chair shall include a listing of all individuals from whom letters were solicited and all letters received in their entirety. If an external reviewer does not reside in a peer institution, the rationale for their selection as an external reviewer should be described. Completed dossiers, including the external review letters, should be distributed to members of the DPC by the time indicated in the timetable annually distributed by the Chancellor's office. All external review letters will be marked "confidential" by the Dean's office.

In the event of a Negative Tenure Action and a request by the faculty member to examine the dossier (Article XII, H. UHPA Collective Bargaining Agreement), the names of the external

reviewers will be redacted from the dossier before return to the applicant to maintain the confidentiality of the external review process.

Procedures:

All procedures described in University Documents on Promotion and Tenure will be followed.

1. Professional Activities: Specialist faculty engage in a variety of activities focused on providing support for research success as well as for facilitating the overall mission of DKICP and/or the University. Support activities encompass a broad spectrum of activities ranging from administrative duties, to sensitive and efficient response to changing stake-holder needs, or to facility development and delivery of services.

2. Research/Scholarly Activities: Specialist faculty (Research track) are expected to have demonstrated the ability to be up to date with current developments in their field of specialization, improve and enhance skills and quantitative techniques, and continuously expand their basic knowledge in order to better serve students, faculty, the College, the University, and the community.

3. Service Activities: Service refers to a very broad spectrum of activities which will typically be a significant portion of the specialist faculty role. Demonstrated service activities for DKICP, the university, professional bodies, and external organizations related to the faculty member's professional expertise and/or responsibilities are expected. As this is likely to be a significant element in the Specialists role, added weight may be given to the criteria applied to this category.

Appendix A contains a list of specific examples illustrating the possible scope of activities for each category.

Criteria for Promotion from Junior Specialist to Assistant Specialist

Assessment of the promotion application to Assistant Specialist will employ the criteria stated as well as any material generated during contract renewal reviews of the Candidate. In addition, the faculty specialist must meet minimum criteria for promotion as specified by the Board of Regents. A successful candidate should have a significant record of accomplishment as a faculty member and show promise of continued professional growth and recognition.

1. Professional Activities (Administration, Program Development, Direct Stake-Holder Service)

The Candidate must demonstrate a record of aiding the development and administration of programs. Depending upon the program, supporting documentation and metrics may take the form of:

- a) Supervisor evaluation
- b) Letters from peers, organization faculty/stakeholders etc., evaluating the quality of professional activities provided by the candidate.
- c) Metrics of success of the programs/activities in the form of:

- i. Meeting planned deliverables/milestones and/or against stake holder agreed upon goals and expectations.
- ii. Development of protocols and procedures in relation to research activities and instrumentation and maintaining facilities/equipment that assist research being conducted by others
- iii. Participation in planning activities for facility development.
- iv. Participation in local, state, regional, national or international professional organizations (elected officials, committee membership, etc).
- v. Evaluation and recognition (Honors and Awards) of professional proficiency by regional, state, national or international professional organizations.

II. Scholarly Activities (Research/Assessment, Professional Development)

The Candidate must demonstrate a sustained record of research contributions consistent with the domain of their activity. The form of the record of accomplishment may vary with the assigned roles and responsibilities of the specialist but should include:

- a) Authorship or acknowledgements in publications recognized to be important to the scope of the specialist's area of responsibility, e.g.:
 - i. Professional journals
 - ii. Guidelines or protocols
 - iii. Training documents
- b) Presentations to professional societies or stake-holder organizations:
 - i. UHH faculty and students
 - ii. Community organizations
 - ii. Professional gatherings

III. Service (University, Professional, Community)

A record of service to DKICP, the University of Hawaii at Hilo and the community. Examples of relevant service include:

- a) Participation in departmental, college and university committees and activities with demonstrated outcomes.
- b) Assisting with teaching and training for:
 - i. undergraduate, PharmD, graduate students and post-doctoral researchers
 - ii. UHH faculty and other state-wide colleagues
- c) Development of departmental and institutional research facility and equipment use policy and procedure development.

Criteria for Promotion from Assistant to Associate Specialist

Assessment of the promotion application to Associate Specialist will employ the criteria stated as well as the material generated during the contract renewal reviews of the Candidate. In addition, the faculty specialist must meet minimum criteria for promotion as specified by the Board of Regents. A successful candidate should have a significant record of accomplishment as a faculty member and show promise of continued professional growth and recognition.

I. Professional Activities (Administration, Program Development, Direct Stake-Holder Service)

A record of accomplishment as described for promotion to Assistant Specialist as well as:

- a) Participation in initiatives to obtain competitive funding from grants or other sources (including development of core services/fee for service activities).
- b) Recognition by the relevant professional community.
- c) Contribution to the achievement of strategic goals of DKICP in relevant areas.

II. Scholarly Activities (Research/Assessment, Professional Development)

A record of accomplishment as described for promotion to Assistant Specialist as well as:

- a) Authorship on peer reviewed publications in nationally recognized journals.
- b) Participate in securing research development grants as principal investigator and/or co-investigator on competitive grant awards from national agencies or organizations and conducting training programs.
- c) Presentation and/or dissemination of research results through poster or podium presentations in the scientific meetings/conferences at state, national or international professional meetings.

III. Service (University, Professional, Community)

A record of accomplishment as described for promotion to Assistant Specialist as well as:

- a) Sustained record of service on relevant university and/or system wide committees and participation in service activities at the community and/or state and/or national level.
- b) Peer review of manuscripts or other publications in areas relevant to the Specialist's domain.
- c) Participation in teaching of DKICP research elective courses.

Criteria for Promotion from Associate to Full Specialist

Assessment of the promotion application to full specialist will employ the criteria stated as well as the material generated during yearly reviews of the Candidate. In addition, the faculty specialist must meet minimum criteria for promotion as specified by the Board of Regents.

The Candidate must be recognized by relevant Professional Organizations as a leader or expert in their area of endeavor. Typically, such recognition will require participation in or leadership of DKICP projects funded by extramural sources, and evidenced by activities such as involvement in national and international meetings, as well as invitations to participate in peer review activities.

I. Professional Activities (Administration, Program Development, Direct Stake-Holder Service)

A record of accomplishment as described for promotion to Associate Specialist as well as:

- a) A record of obtaining competitive funding for programs/projects in the scope of the specialist as principal investigator.
- b) Recognition at the highest professional levels of the relevant professional community.
- c) Significant contributions to the achievement of strategic goals of DKICP in relevant areas.

II. Scholarly Activities (Research/Assessment, Professional Development)

A record of accomplishment as described for promotion to Associate Specialist as well as:

- a) First author on peer reviewed publications in nationally recognized journals and/or principal investigator on competitive grant awards from national agencies or organizations.
- b) Development of academic elective courses for the DKICP to be distinguished from participating in established courses as detailed in the criterion for service in the associate specialist section.

III. Service (University, Professional, Community)

A record of accomplishment as described for promotion to Associate Specialist as well as:

- a) The mentoring of junior faculty and staff.
- b) Sustained record of service on relevant university and/or system wide committees.
- c) Service to professional organizations locally and/or nationally.
- e) Service on editorial boards.

Classifications for Non-Tenure Specialist Faculty (Research Track)

JUNIOR SPECIALIST (S2)

Duties and Responsibilities: Under general direction, normally with limited latitude for independent judgment in the field of specialization, to perform assigned functions and to carry out routine tasks.

Minimum Qualifications: A Masters degree from a college or university of recognized standing, with work in a field related closely to the position involved; one year of experience as assistant, or its equivalent represented by successful practice in the appropriate field.

ASSISTANT SPECIALIST (S3)

Duties and Responsibilities: Under general direction and with latitude for independent judgment in the field of specialization, to perform assigned functions and to carry out routine duties competently; to supervise clerical help.

Minimum Qualifications: A Masters degree and, in addition to the Masters, 30 credits of graduate study from a college or university of recognized standing and in a field relevant to the position involved OR equivalent time spent in advanced training relevant to position responsibilities; at least three years of experience in the appropriate area at the next lower rank, or its equivalent.

ASSOCIATE SPECIALIST (S4)

Duties and Responsibilities: Under only general direction with wide latitude for the exercise of independent professional judgment in the field of specialization, to perform assigned functions competently.

Minimum Qualifications: A doctorate from a college or university of recognized standing and in a field relevant to the position involved; at least four years of experience in the appropriate specialty at the next lower rank with demonstrated increasing professional maturity including at least two years of experience directly related to the current job assignment; demonstrated ability to plan and organize assigned activities, including the work of assistants when appropriate; ability to work effectively with faculty, staff, and administrators as necessary.

SPECIALIST (S5)

Duties and Responsibilities: With the exercise of independent professional judgment in the field of specialization, to perform any assigned functions competently without supervision; to plan, organize and direct programmatic activities.

Minimum Qualifications: A doctorate from a college or university of recognized standing in a field relevant to the position involved, at least four years of experience in the appropriate specialty at the next lower rank with demonstrated increasing professional maturity including at least two years of experience directly related to the current job assignment; demonstrated ability as necessary to plan and organize assigned activities, including the work of assistants when appropriate; ability to work effectively with faculty, staff, and administrators as necessary; proven ability to conduct research or to carry out independently major projects of importance to the University and the community.

Appendix A: Possible Scope of Specialist Activities by Category

I. Professional Activities (Administration, Program Development, Direct Stake Holder Service)

A. Administration

- Participating in the development, interpretation, revision, and implementation of policies and procedures governing a program/activity
- Planning, ordering, and securing resources for use in support of programs/services
- Administering, supervising, and/or coordinating programs or services
- Performing general administration (writing correspondence, keeping records, preparing budgets, etc.)
- Participation in planning for facility renovation and construction
- Maintaining facilities/equipment that assist in research being conducted by others

B. Program Development

- Identifying and assessing stake holders' needs in a systematic manner and respond appropriately in program planning and management
- Program planning, development, decision-making, and implementation, including securing extramural funds as necessary and appropriate
- Program monitoring and evaluation for ensuring that the original stated need is met and that needs have not changed
- Making arrangements for, coordinating, and/or supervising participation in activities, programs
- Developing and improving techniques, procedures, and materials
- Participating in the development and/or revision of program literature

C. Stake Holder Interaction

- Providing individual or group counseling/advising/consultation/support
- Conducting informational or developmental workshops and seminars
- Supervising internships, graduate students, practicum, research, work experiences
- Providing feedback/evaluation/assessment of participant performance in research endeavors, programs, seminars, field work, counseling, advising, etc.
- Designing, developing and teaching academic courses
- Designing and implementing teaching/instruction/research strategies based on selected goals, learning theory, and characteristics of learner/participant
- Developing effective research tools, learning aids, teaching materials, simulations, etc. to be used in teaching/presentations/workshops/research
- Providing specialized services (e.g., employment information, career guidance, developing and managing equipment/facilities, etc.)
- Serving as advisor to student organizations/groups and/or other client groups
- Providing verbal and written support in related endeavors, including assigned academic and research projects

II. Scholarly Activities (Research/Assessment, Professional Development)

A. Research/Assessment

- Determining needs and interests of targeted service groups through formal assessment methods
- Evaluating success, effectiveness, user satisfaction, utilization of program or service through formal evaluation methods
- Conducting formal inquiry into a topic through accepted means (reviewing literature, generating hypotheses, collecting, analyzing, and interpreting data)
- Planning, presenting, and/or editing written/oral reports of results of research/evaluation
- Presentation of materials for publication in relevant journals, books, monographs, etc.
- Applying for and receiving fellowships, grants, and/or awards for research/evaluation purposes
- Presenting papers or poster sessions at a professional conference, colloquium, or seminar
- Conducting research or other studies in field of specialization
- Creating documents/tools,
- Engage in professional activities that enhance research visibility and prominence of the unit/institution

B. Professional Development

- Being selected and making presentations, participating in a panel or discussion group at a professional conference/seminar
- Engaging in formal study, workshops, meetings, seminars and conferences in order to improve professional competence
- Studying for/completing requirements for advanced degree, license, diploma, certification, etc., in a field relevant to the position involved
- Remaining current with literature and professional associations relevant to area of expertise (e.g., professional society membership, or contributions to professional activities)

III. Service (University, Professional, Community)

A. University Service

- Serving as a member or chair of a departmental, campus-wide, or system-wide committee
- Working on faculty governance bodies, committees (e.g., UH Hilo Faculty Congress)
- Serving as a mentor to colleagues, staff, and students
- Responding to both formal and informal requests for documentation of relevant data, proposals, reviews, reports
- Serving as a member of review/evaluation panel/committee
- Acting as special project leader or coordinator
- Organizing/presenting conferences/workshops for faculty development
- Providing expertise/consultation in developing and/or teaching courses/workshops in
- Collaboration with other university professionals

B. Professional Service

- Reviewing research, professional organization proposals, manuscripts
- Serving as an editor of conference proceedings, as a journal editor, as a member of an editorial board or other professional publication in area of expertise
- Serving as an officer and/or board member in a state, national, or international professional society in the area of one's expertise
- Organizing, chairing, or co-chairing a conference or conference session
- Conduct workshops, seminars, and presentations in area of expertise upon request or on the Candidate's initiative
- Consulting and advising with professional colleagues
- Responding to requests for comments on published materials
- Working to provide options/opportunities for faculty development which also enhance the mission of the University

C. Community Service

- Providing uncompensated consultation to the community-at-large and to government agencies in area of expertise
- Invited guest speaker, making presentations to public groups, bodies
- Serving on advisory boards, committees as related to area of expertise
- Conducting conferences and workshops on campus for the benefit of the community-at-large
- Providing expert testimony at legislative and public hearings, and/or meetings while serving as a representative of the university in area of expertise
- Providing assistance to federal, state, or county agencies in area of expertise
- Providing service to volunteer organizations in area of expertise