

APPROVED:

James D. Kardaski 12/14/15
UHPA Date

APPROVED:

Donald D. Stanley 18 Dec 15
UH-Hilo Chancellor's Office Date

Five Year Review Guidelines
Department of Languages
Humanities Division
University of Hawaii at Hilo

These guidelines are intended to encourage all faculty members in the Department of Languages to continue their professional growth. The Department of Languages guidelines are written to provide assistance to the faculty members preparing their five year review.

Faculty members are usually reviewed in the three traditional areas of teaching, scholarship, and service. Such teaching, scholarship, and service can take in a variety of forms including, but not limited to:

Teaching:

1. Data from Course Evaluation
2. Evidence of curricular developments or new courses in relation to major and certificate program
3. Instructional materials including representative assignments

Scholarship:

1. Publication of an original research/scholarly/creative article or book
2. Conference presenter, panel or seminar participant
3. Supporting letters from outside experts

Service:

1. Public Service to the community, the state or international functions
2. Service to the University in committees and faculty governance