

Promotion Guidelines
Department of Pharmaceutical Sciences
College of Pharmacy
University of Hawaii at Hilo
Accepted by the Faculty, August 2010

General Comment: These guidelines are intended to supplement the University's 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 and tenure 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 Department of Pharmaceutical Sciences subscribes to the Mission of the College of Pharmacy (CoP). In addition, the Department of Pharmaceutical Sciences (PHPS) has as its Mission to contribute significantly to the health care of the State of Hawaii and the Nation by conducting research, teaching, and service in areas involving natural products discovery, pharmacology, medicinal chemistry, physical pharmacy, pharmaceutical materials sciences, pharmaceutical analysis, and related regulatory affairs.

Criteria for Promotion from Assistant to Associate Professor

Assessment of the promotion application to Associate Professor will employ the criteria stated as well as the material generated during Division Personnel Committee (DPC) contract renewal reviews of the Candidate. Academic tenure is acquired on promotion to the Associate Professor rank. A successful Candidate should have a significant record of accomplishment as a faculty member and show promise of continued professional growth and recognition.

1. Research. A record of scholarly accomplishment, independent of the Candidate's mentors, that is recognized at the National level. Scholarly activities in the Department of Pharmaceutical Sciences include basic and applied research aimed at improving human health through scientific discovery and research culminating in improved understanding of the discipline in the scientific and academic community.

Factors that will be considered include (but are not limited to) publications in high quality peer-reviewed journals, a record of peer-reviewed extramural funding for support of the Candidate's research, participation in symposia, consulting, and letters of reference from acknowledged experts in the Candidate's research field. The following criteria should also be used in the evaluation.

- a. A sustained annual record of publication as a primary or corresponding author in journals accepted as important in the Candidate's field of research and/or relevant journals with comparable impact factors to the important domain journals is expected.

- b. Patent applications, disclosures, and other types of scholarly contributions that may not immediately be available in the public domain.
 - c. A record of approved funding that requires a proposal and is reviewed prior to approval will also constitute demonstration of research support. This includes competitive sources not limited to governmental and industrial sources. It is expected that the majority of the funding will be external to the University of Hawaii system.
 - i. When participating as a co-investigator, objective evidence of the extent and importance of their role in the project must be provided.
 - d. Participation in symposia and associated presentations as well as invited lectures will be considered.
 - e. Letters of review solicited must be divided between evaluators familiar with the Candidate and their work and from those with no personal connection to the Candidate. The Candidate may submit a list of suggested reviewers with the final selection being determined by the department chair and/or CoP Administrators. The experts must evaluate the quality and impact of the Candidate's contribution against criteria set out here and any unique criteria in the CoP Contract Renewal policy.
2. Teaching. A record of accomplishment in teaching at the undergraduate, professional and/or graduate levels, including formal classroom and/or laboratory instruction and research instruction. The level of effort, quality, and originality of the Candidate's teaching contributions and pedagogical innovation will be considered.

Tools to be used include but are not limited to:

- a. Formal teaching evaluations: these will be required and should be consistent with the accepted norms for the Department.
 - b. Peer reviews: It is expected that the Candidate will solicit brief teaching reviews from colleagues in the college and/or the University invited to observe lectures and review course material.
3. Service. A record of service to the University of Hawaii at Hilo and the College of Pharmacy, and some service at the State and National level. Participation in Departmental and CoP committees and activities, as well as service to National organizations and relevant government agencies will be considered.

Other engagement activities that contribute to the University and the mission of the Department will be considered, as well. Consulting is a form of service and may serve a key role in technology transfer and assist in the rapid development of new drugs which improve the national health. Other examples of relevant service include peer review of manuscripts submitted to National and International journals and service on grant review boards.

Criteria for Promotion from Associate to Full Professor

Assessment of the promotion application to full professor will employ the criteria stated as well as the material generated during yearly tenure reviews of the Candidate.

The Candidate must be Internationally recognized as a leader or expert in their area of endeavor. Typically, such recognition will require participation in or leadership of CoP 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.

1. **Research.** A record of scholarly accomplishment that is recognized at the international level. During their tenure at UHH the Candidate will have contributed a significant body of original and innovative scholarship to the field, and will be an acknowledged expert in his/her area as evidenced by invited participation in activities such as: symposia, editorial boards, review groups and extramural consulting. The Candidate will also have peer-reviewed research support (or equivalent) for the majority of his/her period of appointment. Other factors to be considered are as described for promotion to Associate Professor.
2. **Teaching.** A record of accomplishment as described for promotion to Associate Professor.
3. **Service.** A record of accomplishment as described for promotion to Associate Professor. Additional service activities of interest include but not restricted to:
 - a. The mentoring of junior faculty and staff,
 - b. Sustained record of service on University and/or System wide committees,
 - c. Demonstrated interaction with leaders in industry, government, or non-governmental organizations promoting professional excellence and engagement to fulfill the missions of a public university.

Procedures

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

Discrepancies or Conflicts between this Document and University Documents

If there are any discrepancies between this document and any University documents, the policies and procedures in the University documents will prevail.