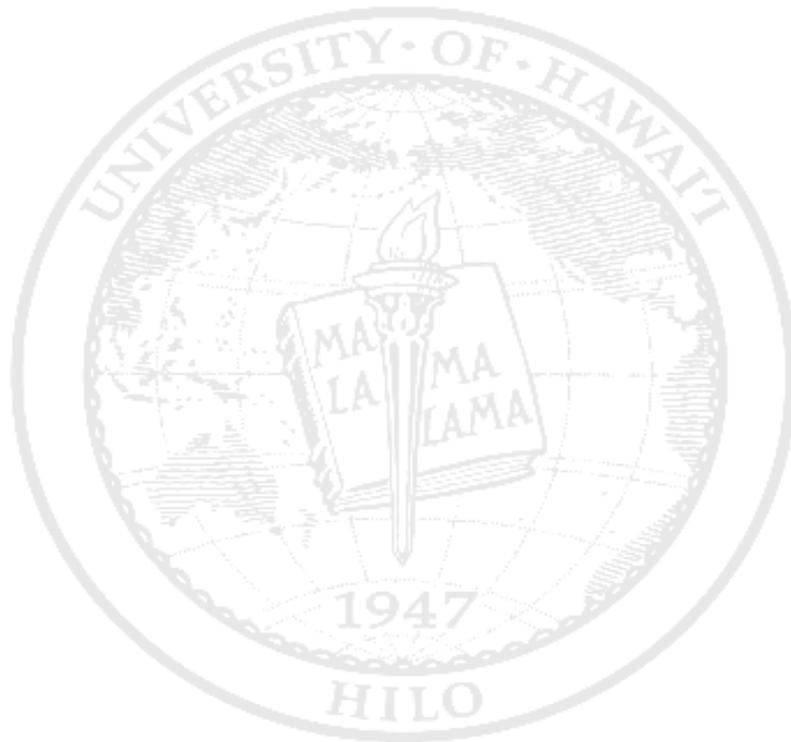

CONTRACT RENEWAL, PROMOTION, TENURE

For Specialist Faculty in Academic Affairs

excluding Librarians. Due to the nature of their responsibilities, Library Faculty are reviewed against a separate document, approved July 22, 1994



ACADEMIC AFFAIRS – UNIVERSITY OF HAWAII AT HILO

Approved by:

J.N. Musto, Director, UHPA

January 14, 2010

Philip Castille, VC Academic Affairs, UH Hilo

January 29, 2010

Rose Tseng, Chancellor, UH Hilo

February 1, 2010

Signed copy on file in the Office of the Vice Chancellor for Academic Affairs

TABLE OF CONTENTS

INTRODUCTION 3

CONTRACT RENEWAL 5

PROMOTION AND TENURE 7

APPENDIX A – REQUIREMENTS FOR TENURE AND PROMOTION 10

APPENDIX B – 2008-2009 CALENDAR FOR PERSONNEL ACTIONS..... 15

APPENDIX C – INSTRUCTIONS FOR PREPARING THE CONTRACT RENEWAL DOSSIER 15

APPENDIX D –CONTRACT RENEWAL FORMS 17

APPENDIX E INSTRUCTIONS FOR PREPARING THE TENURE AND PROMOTION DOSSIER 23

APPENDIX F: TENURE AND PROMOTION FORMS 29

INTRODUCTION

This handbook provides guidelines, policies, procedures and forms for full-time faculty specialists in Academic Affairs at the University of Hawai'i at Hilo, *except for librarians*, who wish to apply for contract renewal, tenure and/or promotion. Included is information about the responsibilities of candidates, reviewing faculty, and administrators.

Many of the procedures surrounding contract renewal, promotion, and tenure are specified in Articles X, XII, and XIV, and XV of the 2003-2009 contract between the University of Hawai'i Professional Assembly (UHPA) and the University of Hawai'i. The UHPA contract may be accessed at <<http://www.uhpa.org/>>

The primary purpose of this document is to guide tenure track faculty specialists through the process of applying for contract renewal, tenure, and promotion. This document does not address the procedures by which the UH Hilo administration selects the members of the TPRC (tenure and promotion review committee) from the FPP (faculty personnel panel). The composition of the FPP is briefly discussed on p. 7 in the context of the right of the applicant to exclude certain people from his/her TPRC.

Tenure track specialists are faculty hired in the rank of S-2 to S-5 and who are assigned a permanent position number (not suffixed by the letter T). Prior to receiving tenure, faculty specialists in ranks 2 or 3 are normally evaluated for contract renewal twice on a biannual basis, with one additional review one year prior to the tenure application, as stipulated in Article XII B 3 of the 2003-2009 UHPA contract. This review process is called contract renewal and is discussed in the next section. The timetable for tenure and promotion varies with the rank at which a specialist is hired.

TIMETABLE

Also refer to the section on "Calendar for Personnel Actions, Appendix B" for additional information about the schedule of applying for contract renewal, promotion and/or tenure.

TIME IN RANK FOR PROMOTION

Depending on rank, a specialist faculty member will serve for between one and four years in a given rank before being considered for promotion to the next higher rank, with the promotion taking effect at the beginning of the following academic year. At least two full years of service at UH-Hilo are normally required to establish credentials for promotion. See Appendix A for time in rank requirements at different specialist ranks.

PROBATIONARY PERIOD

Junior and Assistant Specialists are normally considered for tenure during the fifth year of service with the result of the decision taking effect at the beginning of the sixth year. This is the probationary period for tenure track faculty. For Specialist (S) faculty, promotion and tenure decisions are *not* linked, in that a Specialist at any rank can be granted tenure without simultaneously being granted promotion to the next highest rank.

LENGTHENING AND SHORTENING THE PROBATIONARY PERIOD FOR TENURE

The probationary period can be lengthened, shortened, or eliminated by the Chancellor at the request of a faculty specialist or on the initiative of the Chancellor with the concurrence of the specialist faculty member. In no instance, however, can the period be lengthened beyond seven years. An untenured faculty specialist who has not applied for tenure by the seventh year will receive a final one-year contract for the eighth year.

CONTRACT RENEWAL

TENURE-TRACK FACULTY SPECIALISTS

Specialists initially hired as Junior or Assistant Specialists will be evaluated during their second and fourth years of service and in every year thereafter until the awarding of tenure. The purpose of these evaluations is to assess their progress towards tenure and/or promotion. This evaluation is a multi-tiered process with evaluations being provided sequentially.

For specialists in degree granting colleges, this review will be provided by the Department or Division Personnel Committee (DPC), the Department or Division Chair (DC), and the Dean or Director. *For Specialist Faculty not serving in a degree granting College, departmental/division personnel committee evaluations will be provided by a Faculty Personnel Committee of tenured faculty elected from an agreed upon pool of tenured faculty who are in a position to understand the specialist's contributions to the University.* Where ever possible, the election of the DPC or FPC should be by vote of the members of the unit to which those being evaluated belong. Where the unit does not believe it has a large enough pool of voters, an agreed upon voting group (such as an advisory committee) may be designated as having the responsibility for electing the DPC or FPC. Recommendation of the membership of the voting group will be the responsibility of the members of the unit; approval of the voting group rests with the Executive/Management supervisor of that unit. If the recommendation of the unit is not approved, the Executive/Management supervisor of that unit will explain the reason for his/her action and will select a voting group in consultation with the members of the unit.

If there is no Division/Department Chair, this evaluation can be done by a faculty member serving in a capacity similar to a Department/Division Chair. Where this is not possible, the Division/Department Chair evaluation may be eliminated; if the unit has a position similar to that of DC that is filled with a person who is not a member of the bargaining unit, that person may not participate in the selection, deliberations and recommendations of the DPC/FPC and DC. The person in the position comparable to the DC may make an independent assessment, which shall be appended to the recommendation of the Dean/Director, but shall not constitute a separate recommendation. In units organized in such a way as to have no DC or Dean, the approval process will move to the next level.

The application for contract renewal is described in the appendices of this document.

The following table summarizes the review schedule for a junior or assistant specialist beginning a career at UH Hilo in the 2009-2010 academic year.

2009-2010	First year of two-year contract
2010- 2011	First contract renewal application
2011-2012	First year of second two-year contract
2012- 2013	Second contract renewal application
2013-2014	If contract renewal application is successful, apply for Tenure and/or Promotion. If not, terminal year contract.

2014- 2015	First year as tenured faculty specialist (or terminal year contract for unsuccessful applicants)
------------	--

The following table summarizes the review process for untenured faculty hired as Associate Specialists beginning in the 2009-2010 academic year and applying for promotion (and tenure) during the third year.

2009-2010	First year at UH Hilo
2010-2011	Contract renewal application
2011-2012	If contract renewal is successful, apply for tenure (and possibly promotion). If not, terminal year contract.
2012-2013	First year as tenured faculty for those who successfully applied for tenure in 2009-2010 or terminal year contract for unsuccessful applicant. Those who postponed application will submit a contract renewal application or will apply for tenure.

The following table summarizes the review process for untenured faculty hired as Specialist Faculty beginning in the 2009-2010 academic year and applying for tenure during the second year.

2009-2010	First year at UH Hilo
2010-2011	Application for tenure
2011-2012	First year as tenured professor or terminal year contract for unsuccessful applicants.

PROMOTION AND TENURE

REQUIREMENTS

There are general University requirements for tenure and promotion at various ranks. Individual Colleges may also have specific requirements. Appendix A contains the general University specifications for duties, responsibilities, and minimum requirements for the ranks of Junior Specialist, Assistant Specialist, Associate Specialist, and Specialist. The general requirements for tenure being granted at a specific rank are different from those required for promotion to the next rank. When a college, division, or department maintains a separate set of criteria, the candidate is required to satisfy the general university requirements and any specific unit requirements applicable to that position.

APPLICATION

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.

At the beginning of each fall semester, a calendar listing the deadlines for various stages of the evaluation process will be distributed by the Chancellor. 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 exclusions to be submitted to the Chancellor.
- Deadline for submission of application and dossier to the Departmental/Division Personnel Committee.

The date for submission of the candidate's application and dossier and the date by which a recommendation must be forwarded to the Board of Regents are set by the President of the University while the other dates are set by the Chancellor. The dossier is a compendium of information about the applicant's achievements and qualifications for promotion and/or tenure. Instructions for creating a dossier are in Appendix C, and the forms to be included are given in Appendix D. Each reviewing level may require the production and submission of additional information or supporting materials.

- 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 her/his 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 Instruction and Research Faculty at Ranks 4 and 5 and all tenured Specialist Faculty at Ranks 3, 4, and 5 at UH Hilo and UH Manoa, and UH West Oahu, and all tenured Faculty at Ranks 3, 4, and 5 at the Community Colleges. (Please refer to Article XV of the 2003-2009 UHPA contract for the specifics.) The FPP is the set from which exclusions are made. The Chancellor will inform the faculty of the location the Faculty Personnel Panel listing and the method for communicating exclusions, and a copy of the FPP list will be on file with the UHPA.

Applicants who do not wish to exclude members should inform the Chancellor of this wish, using the same form. **Faculty who wish to exclude members should communicate their wishes to the office of the Vice Chancellor using hard copy *and* e-mail.**

The application and dossier are initially submitted to the DPC/FPC. The DPC/FPC can be a Departmental Personnel Committee, a Division Personnel Committee, or, where there is no department or division, a committee comprising tenured faculty who are associated with the work of the specialist. A department with six or more full time faculty may elect to have its own Personnel Committee. Otherwise, in degree granting colleges, the Division Personnel Committee will provide the review. While instructors and untenured faculty count towards the six teaching faculty needed to trigger the option for a Departmental Personnel Committee, instructors and untenured faculty cannot serve on a DPC. For specialist faculty not serving in a degree granting College, departmental/division personnel committee evaluations will be provided by a Faculty Personnel Committee elected from an agreed upon pool of tenured faculty who are in a position to understand the specialist's contributions to the University. Where ever possible, the election of the DPC or FPC should be by vote of the members of the unit to which those being evaluated belong. Where the unit does not believe it has a large enough pool of voters, a voting group (such as an advisory committee) may be designated as having the responsibility for electing the DPC. Recommendation of the voting group will be the responsibility of the members of the unit; approval of the voting group rests with the Executive/Management supervisor of that unit. The members of the unit will recommend the membership of the voting group to the Executive/Management supervisor of that unit. If the recommendation of the unit is not approved, the Executive/Management supervisor of that unit will explain the reason for his/her action and will select a voting group in consultation with the members of the unit.

Membership on the Departmental/Division/Faculty Personnel Committee is made up from tenured I4, I5 , S2, S3, S4 or S5 faculty within the Department, the Division or an appropriate pool of faculty associated with the work of the specialist. The following personnel are to be excluded, however:

- Applicants for tenure and promotion
- Personnel under consideration for contract renewal
- Personnel on terminal year appointments

After making its evaluation, the DPC/FPC places the evaluation with signatures on the required form in the dossier and forwards the dossier to the DC or equivalent. The DC is the Department Chair in the case of a department that has a Departmental Personnel Committee and is the Division Chair if the DPC is a Division Personnel Committee. In situations where the candidate's unit has no Department or Division Chair, the VCAA may appoint an equivalent reviewer. As long as the person in the DC role is a member of the Bargaining unit, s/he writes an evaluation that is, again, inserted into the dossier and forwarded to the Dean, in units that have Deans. If the person in the DC role is not a member of the bargaining unit, s/he may make an independent assessment which may be appended to the recommendation of the Dean/Director, but which does not constitute a separate recommendation. The Dean makes an independent evaluation, inserts it in the dossier and forwards the dossier to the Tenure and Promotion Review Committee (TPRC). In units that do not have Deans, the evaluation of the person acting in the Division/Department Chair's role shall be forwarded directly to the Tenure and Promotion Review Committee (TPRC). The forms for reporting each evaluation are in the application.

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, the dossier is returned to the appropriate Dean who forwards

it to the Vice Chancellor, who in turn forwards it to the Chancellor. In the absence of a Dean, the TPRC will forward the dossier 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, submit written comments and additional materials.

These rights and the procedures for handling a case where there is disagreement between the TPRC and the Chancellor are given in Article XII Section G (tenure) and Article XIV Section D (promotion) of the 2003-2009 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).

APPENDIX A – REQUIREMENTS FOR CONTRACT RENEWAL, TENURE AND PROMOTION

The specifications for duties, responsibilities, and minimum requirements for the ranks of Junior Specialist, Assistant Specialist, Associate Specialist, and Specialist are presented below. These include the Board of Regents' Policies regarding the classification of Specialists and UH Hilo's expectations for Specialists.

Board of Regents' Policies, Section 9 – 2: Classification Plans and Compensation Schedules (<http://www.hawaii.edu/offices/bor/policy/borpch9.pdf>)

3. SPECIALISTS

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.

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. (July 24, 1987)

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; at least three years of experience in the appropriate area at the next lower rank, or its equivalent. (July 24, 1987):

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 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. (July 24, 1987)

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, to render consultative or lecturing services to civic or professional organizations as called upon.

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.
(July 24, 1987)

UH Hilo Expectations for Specialist Faculty in Academic Affairs

The primary areas of responsibility for specialist faculty employed in Academic Affairs can be broadly described as 1) professional activities 2) professional development and 3) service activities. Each of the three categories of responsibility is briefly defined below, and *examples* are provided for each. These lists are not exhaustive, nor are all of the activities listed applicable to all groups of Academic Affairs' specialists. The individual faculty specialist's job description and specific unit guidelines should guide the candidate's professional activities, professional development and service. It is strongly recommended that job descriptions be added to dossiers so that reviewing bodies and individuals understand the candidate's function at UH Hilo.

Candidates for contract renewal will be expected to show evidence of effective activity appropriate to their job descriptions in all three areas at each stage of review. Individual units may have additional guidelines and statements of expectations. Candidates are expected to fulfill the expectations of their individual units as well as general UH Hilo expectations. In some cases, activities might fit in more than one area and different units may make different judgments about the category which certain activities fulfill.

Successful candidates for tenure and/or promotion can meet campus requirements in professional activities, professional development and service activities in any one of the following four ways. (Board of Regents' minimum qualifications for each rank include different academic attainment for each rank; these are specified in the Board of Regents' Policy on page 10-11 above):

- High quality professional activities, combined with high quality contributions in professional development, with competence in service activities
- High quality professional activities, combined with high quality service activities and competence in professional development

- High quality professional activities combined with a balance of contributions in professional development and service which exceeds the minimum requirements for competence
- Exceptional professional activities combined with competence in professional development and service activities

Professional activities:

Specialist faculty engage in a variety of activities which facilitate the overall mission of the university. Professional activities include the tasks associated with the position for which the specialist was hired and are described in the specialist's job description. These could include (but are not limited to):

1. Direct client services

- Providing academic or logistical support services for students, courses, departments and/or programs
- Serving as liaison among units within and beyond the university
- Coordinating and publicizing services as appropriate
- Conducting informational or developmental workshops and seminars; serving as a guest speaker on a topic related to professional activities/services.
- Teaching duties as assigned
- Other direct client services as assigned

2. Program Development and Coordination

- Engaging with academic departments and/or other UH Hilo units for program planning, development, marketing and implementation, including securing extramural funding when available and appropriate
- Participating in the development, interpretation, revision, and implementation of policies and procedures governing programs/activities including program assessment
- Developing and improving relevant techniques, procedures and materials
- Participating in the development and/or revision of program materials
- Allocating and/or securing resources
- Performing other coordinating duties as assigned

Professional development.

Faculty specialists remain current with developments in their field of specialization, enhance skills and techniques, and continuously expand basic knowledge in order to better serve students, the institution and community. In addition, specialist faculty utilize research to ensure that programs and services are consistent with best practices. Appropriate activities could include but are not limited to:

Development of knowledge/expertise

- Engaging in formal study, workshops, meetings, seminars and conferences in order to enhance professional competence

- Studying for/completing requirements for advanced degree, license, certification, etc. in a field relevant to the position
- Remaining current with literature and professional associations relevant to area of expertise (e.g. belonging to professional societies, contributing to professional activities, reading professional publications)

Scholarly activities/research

- Conducting research or engaging in other studies in the field of specialization
- Determining needs and best practices for serving clients (students, faculty, and the institution as a whole) through systematic assessment methods
- Publishing or otherwise disseminating results of research studies
- Presenting papers or participating in panels/poster sessions, etc. at professional meetings
- Applying for and receiving fellowships, grants, contracts, and/or awards for study/research/evaluation purposes
- Participating in collaborative research, grant applications, etc.
- Engaging in professional activities that enhance the visibility, image, and prominence of the unit/division/institution

Service

Faculty specialists engage in service to the academic life of the college and/or university; they also provide contributions to the professional or lay community pertinent to the individual's professional training. Service is usually defined as uncompensated activities; honoraria may be accepted for service.

University Service

This could include (but is not limited to):

- Serving as a member or chair of unit, campus-wide or system-wide committees
- Serving as member or chair of faculty governance bodies, committees, etc.
- Serving as mentor to colleagues, staff, students
- Responding to both formal and informal requests for documentation of relevant data, proposals, reports
- Serving as a member of a review/evaluation committee or panel
- Acting as special project leader or coordinator
- Organizing and presenting conferences/workshops for faculty development
- Providing expertise/consultation in developing and/or teaching courses/workshops in collaboration with other university professionals

Professional service

This could include (but is not limited to):

- Reviewing research, professional organization proposals, manuscripts
- Serving as officer and/or board member in a state, national or international professional society in the area of expertise

- Organizing, chairing or co-chairing conference or conference session
- Serving as editor of conference proceedings or journal or as a member of an editorial board or other professional publication in the area of expertise
- Consulting with and advising professional colleagues
- Responding to requests for comments on published materials

Community Service

This could include (but is not limited to):

- Providing uncompensated consultation to the community and/or government agencies in area of expertise
- Speaking and making presentations to public groups
- Serving on advisory boards, committees, related to area of expertise
- Conducting conferences and workshops on or off campus for the benefit of the community
- Providing expert testimony at legislative or other public hearings in area of expertise
- Providing service to volunteer organizations in area of expertise

MEETING THE CRITERIA

To summarize, the above expectations in professional activities, professional development, and service may be met in one of the following ways:

1	2	3	4
High quality professional activities	High quality professional activities and	High quality professional activities and	Exceptional professional activities combined with competence in professional development and service activities
High quality professional development	High quality contributions in service, and	A balance of contributions in professional development and service that substantially exceeds the minimum requirements of demonstrated competence.	
Demonstrated competence in service	Demonstrated competence in Professional development		

APPENDIX B – 2009-2010 CALENDAR FOR PERSONNEL ACTIONS (an updated calendar is mailed to Deans and faculty each year)

	Contract Renewal		P & T	Evaluators			
Date	Instructors and 2 nd Year Tenure Track	4 th Year and after	Promotion and/or Tenure	DPC	DC	Dean	TPRC
09/04/09			Submission deadline for change of probationary period and/or waiver of minimum qualifications				
10/09/09	Submit application and annual report to DPC		Submit application and dossier to DPC	Committee election complete			
10/16/09			Deadline for submitting TPRC exclusions				
10/30/09				Forward P&T dossiers to DC			
11/20/09				Forward instructor and 2 nd year renewals to DC	Forward P&T dossiers to Dean		TPRCs are appointed by Chancellor or VCAA
12/04/09		Submit application and annual report to DPC			Forward instructor and 2 nd year renewals to Dean	Forward P&T dossiers to TPRC	
01/15/10				Forward post 2 nd year renewal applications to DC		Notification of renewals for instructors and 2 nd year tenure track**	Forward P&T dossiers to VCAA through Dean
02/05/10					Forward post 2 nd year renewal applications to Dean		
02/19/10						Notification of post 2 nd year renewals	

Exact dates will vary from year-to-year.

APPENDIX C - INSTRUCTIONS FOR PREPARING THE CONTRACT RENEWAL DOSSIER

The application for contract renewal is submitted to the Department/Division/Faculty Personnel Committee (DPC/FPC) during the fall semester of the second and fourth years of the probationary period. Each fall a calendar of personnel actions (similar to that in Appendix B) will be established and distributed. Contract renewal applications should adhere to this schedule. Consult with your division secretaries or equivalent on how to turn in the dossier so that it is properly time stamped.

The application will be reviewed by the DPC/FPC , the Department or Division Chair or equivalent, and the Dean if the unit is headed by a Dean and by the Vice Chancellor for Academic Affairs for candidates reporting directly to the VCAA. Review committees will consist of tenured faculty members from your department, division or college, or from other appropriate units on the campus. The feedback that you receive will help you strengthen your performance and your application prior to the application for tenure.

The contract renewal application form and supporting materials are the means by which your case for contract renewal is judged. Your application should therefore contain as much objective evidence as possible. ***It is incumbent upon the applicant to present a convincing case.*** Remember who will be reading the application, and make it readable, concise, easy to follow and sufficient in terms of depth, scope and accuracy. It is strongly recommended that you place your job description, amendments to the job description, any approved unit guidelines, or other documents indicating your professional responsibilities in your application document. You may wish to have senior members of your unit review your application before submittal.

SPECIFIC INSTRUCTIONS FOR PREPARING THE DOSSIER

Include a table of contents at the very beginning of the dossier. Parts I and II of the contract renewal form are self explanatory. Parts III-IV of the contract renewal application are identical to Parts III-IV in the application for Promotion and Tenure. Please refer to the application form for Promotion and Tenure, and the accompanying instructions. The contract renewal dossier should conclude with blank forms from Parts V-VII of the contract renewal form. If the supporting materials are voluminous, they should be included in separate, suitably labeled binders.

The section breaks in this document control pagination and headers. Do not delete them from the forms. To add your name to the top of each page, select /View/Header and Footer on the Microsoft Word menus, then double click on the soft gray "Applicant Name." Type in your own name and then close the header/footer pop-up window.

Appendix D – Contract Renewal Forms

**UNIVERSITY OF HAWAII AT HILO
APPLICATION FOR CONTRACT RENEWAL FOR
TENURE TRACK SPECIALIST FACULTY**

PART I. To be completed by the Applicant.

Name of Faculty Member: _____

Department/College/Unit: _____

Current Rank/Step: _____

Date of Current Rank: _____

Date of Application: _____

PART II. To be completed by the Applicant.

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, leaves without pay (indicate the purpose of such leaves), study leaves, and periods of broken service.

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

PARTS III – IV.

Parts III - IV of the contract renewal application are identical to Parts III - IV in the application for Promotion and Tenure. Please refer to the application form for Promotion and Tenure.

PART V.

**EVALUATION BY THE DEPARTMENT/DIVISION/FACULTY PERSONNEL COMMITTEE
(DPC/FPC)**

A. Committee's Assessment of the Applicant's Strengths and Weaknesses:

B. Committee's Recommendation and vote, if taken:

Committee Chair (print)

Signature and date

Part VI:

EVALUATION BY THE DIVISION OR DEPARTMENT CHAIR OR EQUIVALENT

A. DC or equivalent's Assessment of the Applicant's Strengths and Weaknesses:

B. DC or equivalent's Recommendation (if one is made) (If the person serving in this role is not a member of Bargaining Unit 7, the evaluation may be appended to the Dean's evaluation, but may not include a separate recommendation. See the UHPA Agreement, Article XII F. d.)

_____ Signature and date
DC or equivalent (Print Name)

The DC will show the assessments and recommendations to the Faculty Member concerned before forwarding same to the Dean/Director.

Part VII.

EVALUATION BY THE DEAN OR VCAA

A. Dean's (in some units VCAA) Assessment:

B. Dean's/VCAA's Action:

Contract renewed []

Contract not renewed []

Dean/VCAA (Print Name)

Signature and date

APPENDIX E - INSTRUCTIONS FOR PREPARING THE 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 promotion process.

To provide all evaluators with adequate time to consider your application, the University has established the deadline dates shown on the attached personnel calendar by which you must have completed and submitted your application to the chair of your DPC/FPC. 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. These instructions have been written to assist you in the preparation of your application. 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 is the means by which you inform those involved in the review process of your achievements and ability. Therefore, your application 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 bears directly on your job description, unit guidelines, and professional expertise.. Evidence of impact, including assessment data related to your activities, will be essential to the reviewers as they consider your professional activities and service. If you decide to include letters of support, it is wise to select those that evaluate specific contributions or achievements, rather than those which simply express the opinion that you are deserving. The completed dossier without separate appendices should fit comfortably into a one- or 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. Material in appendices is for reference. The candidate should draw reviewers' attention to specific documents when these support statements of endeavors and future plans.

THE APPLICATION FORM: SPECIFIC INSTRUCTIONS

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, select /View/Header and Footer on the Microsoft Word menus, then double click on the soft gray "Applicant Name". Type in your own name and then close the header/footer pop-up window.

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

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

Your curricula vitae and if you wish to include them, your formal job description and any approved unit guidelines comprise Part III. Paginate the vitae and job description, and indicate on the form the last page of these documents. 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).
- Major areas of responsibility in your UH Hilo position
- Major professional development accomplishments, such as conference presentations, workshop leadership, etc. A list of examples of professional development accomplishments can be found in Appendix
- Major university and community service activities.

Part IV is where you describe the specific achievements and abilities on which you base your application.

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 4.1, the first is a statement of your endeavors. In the statement of endeavors, you should provide information which would enable the reviewers to analyze separately the quality and impact of your professional activities, professional development 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 "professional activities, professional development, and service."

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 program development, innovative ways to serve clients, your plans for future training, 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 4.2 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 4.1 of the application.

SUPPORTING MATERIALS

Materials that support your application should be included as supplements to your dossier. These materials should be referenced in the Table of Contents as Appendices with the application form itself containing only summaries. For instance, your application might contain a summary of assessment results, while a description of the assessment project itself remain in an appendix. Similarly, your application might contain a bibliography of publications, conference papers, or other kinds of research/scholarship, while the actual articles or papers are in an appendix. 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.

FURTHER ADVICE ON DOSSIER PREPARATION

PROFESSIONAL ACTIVITIES

You must have documented evidence of *your effectiveness* in carrying out the tasks associated with your specific role at UH Hilo as defined by your job description. In addition, it is recommended that you report and discuss trends in your effectiveness over time. Commonly used forms of evidence include: program development description, results of assessment activities, evidence of the innovative use of instructional technology, websites and other methods of advertising services, workshop materials, course syllabi, examples of students work, graphs or tables of quantitative results which show the impact of your activities, copies and discussion of the qualitative (narrative) portion of client evaluations, and letters from your peers with whom you have worked. Special recognition by awards or citations for excellence in your area of responsibility should be noted.

PROFESSIONAL DEVELOPMENT

A continuing commitment to remaining current as to the best practiced in your field and to contributing to your profession is an important measure of the UH Hilo faculty specialist. The breadth with which this requirement has been interpreted at UH Hilo reflects an institutional belief that professional vitality may take many forms. Evidence of finished products and of ongoing activities may be considered. While traditional kinds of scholarly/research activities are encouraged, many faculty specialists attain enhanced professional knowledge and expertise through workshops, advanced degrees, and/or activity with professional associations. 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. For published work, 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. Peer reviewed published research should be so identified.

Reprints, announcements, programs, power point presentations , 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 (such as 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.

Please 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 specialists 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 a specialist, but *beyond the scope of the job for which you have been hired*. To qualify as service, your activities must be substantially uncompensated. It is permissible to accept honoraria for service activities.

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) uncompensated service to the community, state, national and/or international agencies in your capacity as a specialist, (3) contributions to student welfare through service on student-faculty committees and as advisor to student organizations, (4) uncompensated service as a 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 or other senior members of your unit or the university community who have been clients of your professional services. For specialists in academic departments, these letters should include a statement about the department's continued need for the your expertise and service and your contributions to the functioning of the department. For candidates who are not in academic departments, letters indicating continued need and contributions to the University should be sought from supervisors and/or senior colleagues.

The candidate should place these letters in Appendix C: Comments from the Department.

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. **MAKE IT READABLE, CONCISE, EASY TO FOLLOW AND SUFFICIENT IN TERMS OF DEPTH, SCOPE AND ACCURACY.**
3. Do not hesitate to ask questions of your senior colleagues, your Division Chair, or the Dean.

Appendix F: Tenure and Promotion Forms

**UNIVERSITY OF HAWAII AT HILO
APPLICATION FOR TENURE AND/OR PROMOTION
SPECIALIST FACULTY**

- 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):
___/___/___).

PART II. TO BE COMPLETED BY APPLICANT

A. I certify that I have read this personnel application (the "University of Hawai'i at Hilo Application for Tenure and/or Promotion") and that I understand the kind of information required. Further, I certify that I have received a copy of the explanatory guide ("How to Complete the Application for Tenure and/or Promotion") which provides further assistance. After reading both documents, I have concluded that I wish to apply for:

- tenure
- promotion
- tenure and promotion

Signature Date

B. **PROBATIONARY FACULTY ONLY:** I do **not** wish to apply for tenure. Therefore, I am not completing the application for tenure. I understand that the next academic year will be my terminal year of service at UH Hilo.

Signature Date

C. 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

I certify that I understand the appropriate criteria and the Minimum Qualifications for tenure and/or promotion in my position.

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 and if you wish to include them, your job description and approved unit guidelines.

Please include page numbers in each document.

Note here the final page number of each document: vita ____; job description (if included) ____; unit guidelines (if included) ____.

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).
- Indicate or list separately all professional development activities since your date of hire or last promotion. The nature of each work should be indicated (conference presentations, degrees or certificates earned, publications in peer-reviewed journals, book chapters, presentations etc; see instructions for more details.) In the case of multi-authored papers or group activities, 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 Professional Activities, Professional Development and Service.

Attach statements of endeavors on pages numbered from 4.2 with your name on the upper right of each page.

A. Statement of Endeavors

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

Professional activities (4.2__ to 4.___)

Professional development, research/scholarly/creative activities (4. to 4.___)

Service activities (4.___ to 4.___)

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

B. 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.___)

C. Supporting Materials. Organize supporting materials into separate appendices. Continue on next page if necessary.

Appendix A Previous DC and DPC/FPC Evaluations (pages 1 to __)

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

Appendix C Comments from the Department or Unit
The applicant may invite her/his department or unit, including the chair, to submit comments on the applicant's achievements. Such comments should be inserted by the candidate in Appendix C.

Appendix D, E . . . Additional optional appendices may be used to present evidence of Professional activities, professional development, , and service contributions. For example, various appendices could contain Descriptions of new or improved programs,, workshop or seminar materials, results of feedback forms, copies of published articles or talks presented at conferences; results of research, grants received, service on professional review boards or editorial panels,

The statement of endeavors should start here

ApplicantName

PART V. (continued)

A. Assessment of the Applicant's Strengths and Weaknesses by the DPC/FPC:

PART V. (continued)

B. DPC/FPC's Certification:

We hereby certify that the assessment recorded on page 5.1 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/FPC Chair			
Member			

C. DPC/FPC's recommendation (if one is made) with 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

PART VI. DIVISION OR DEPARTMENT CHAIR (DC) or EQUIVALENT

A. Assessment of the Applicant's Strengths and Weaknesses:

B. Recommendation: (if one is made)

Print Name

Signature

Date

PART VII. DEAN or EQUIVALENT

A. Assessment:

B. Recommendation:

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 []

Print Name

Signature

Date

PART VIII. TENURE AND PROMOTION REVIEW COMMITTEE (TPRC)

In addition to the material supplied by the candidate through the DPC/TPRC, the TPRC obtained and reviewed the following material, listed with due regard for confidentiality, as appropriate:

NATURE OF MATERIAL

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			

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)

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			

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:

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

Chancellor (Print)

Signature

Date

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

ApplicantName