

Division of Student Affairs – University of Hawai'i Hilo
Specialist Faculty Five Year Review Procedures
October 2015

Board of Regents Policy Section 9-15 establishes guidelines for the periodic evaluation of faculty members. These guidelines set forth the review procedures which must provide for: safeguards of academic freedom, participation of faculty peers in the review process, the evaluation of every faculty member at least once every five years, and exemption for specialist faculty members who have undergone a review for reappointment, tenure, promotion, or who have been evaluated for merit salary increase during the past five-year period. Faculty who have provided notice of retirement or resignation within the following 18 months are also exempt. Specialist faculty who will be on sabbatical or other leave during the academic year in which they are scheduled for evaluation will have the review deferred until their return from leave.

Division of Student Affairs (DSA) has its own Department of Personnel Committee (DPC), and therefore will conduct five year reviews within the division in accordance with these guidelines.

These DSA five year reviews are designed with general expectations that can be used to review all of the Division's specialist faculty regardless of rank.

PREAMBLE

Evaluation can be a positive force when used to encourage all specialist faculty members in the Division of Student Affairs to continue their professional growth and thereby improve the delivery of professional services to the students, the university and the community.

There is presumption of competence on the part of the each tenured specialist faculty. The evaluation process discussed herein therefore will have no impact on an individual specialist faculty's tenure status.

The review of the undertaken within the evaluation process must consider the nature of the specialist faculty unit to which they are assigned, and must conform to fair and reasonable expectations as established by specialist faculty peers in the Division of Student Affairs (DSA).

PROCEDURES

- Before the close of each academic year, May 15 or whichever is earlier, the Vice Chancellor for Student Affairs or designee will develop a list of specialist faculty members whose performance has not been reviewed for purposes of contract renewal, promotion, tenure, or a merit salary adjustment during the preceding five years. Specialist faculty whose names are placed on this list are those who are due to have their professional activities reviewed during the upcoming academic year. By September 1 of each year the VCSA will notify those specialist faculty members who are due for evaluation.
- Specialist faculty are asked to use the style of vita described in the ***Contract Renewal, Promotion and Tenure Handbook for Specialist Faculty***. The due date is December 10.
- DPC chair will review the specialist faculty vita.
- DPC chair will inform VCSA when the process is complete.
- These guidelines will be effective upon approval by majority of the tenure-track faculty in the Division of Student Affairs, and acceptance by both UHPA and the UH Hilo Administration.
- In DSA, the DPC is made up of no fewer than three tenured members. If the DPC chair is up for review, another DSA DPC member will be designated as DPC chair, for the purpose of the 5 year review only.

Oversight and Continuing Evaluation

- Supervision of faculty evaluation will be in the Office of the Vice Chancellor for Student Affairs. To monitor evaluation procedures and their implementation, and to furnish continuing direction and guidance, representatives from the leadership of UHPA will meet at the request of either party.

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Approvals By:



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Interim Vice Chancellor for Student Affairs

01/08/14

Date



Matthew Platz
Vice Chancellor for Academic Affairs

1/11/15

Date



 Donald Straney
Chancellor

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Date



James Kardash
University of Hawaii Professional Assembly

12/9/15

Date

Ratified by Tenured and Tenure-Track Faculty in DSA on November 13, 2015