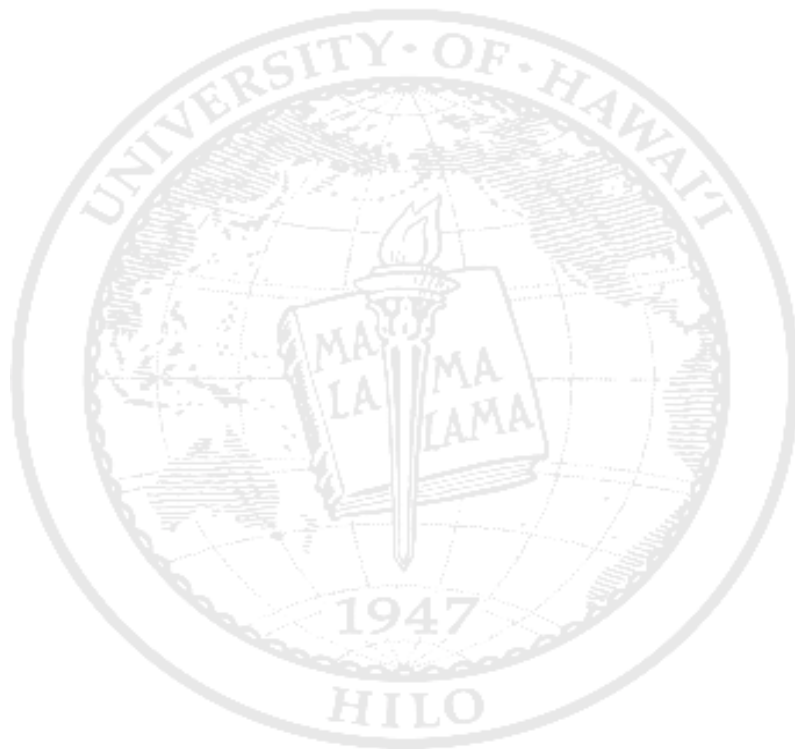

CONTRACT RENEWAL, PROMOTION, TENURE FOR TEACHING FACULTY



OCTOBER 25, 2004

ACADEMIC AFFAIRS — UNIVERSITY OF HAWAII AT HILO

This is a working draft that is being considered for endorsement by the UHH Congress.

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Introduction

This handbook provides guidance for full-time teaching faculty at the University of Hawaii at Hilo. Included are descriptions of policies, processes and procedures for contract renewal and for faculty to advance in rank and to gain tenure. Integrated into the handbook are the source documents that provide the foundation for these personnel decisions. Among these documents are the UH Hilo Duties, Responsibilities, and Minimum Requirements for Assistant, Associate, and Full Professor; and Articles X, XII, and XIV of the University of Hawaii Professional Assembly (UHPA) 2003-2009 contract with the University of Hawaii. These criteria and articles are found in Appendix A and I, respectively.

Tenure track positions for teaching faculty at the University of Hawaii are those meeting both of the following qualifications:

- Rank I3-I5 (assistant professor, associate professor, or professor)
- Assignment of a permanent position number (not suffixed by the letter T)

Prior to receiving tenure, faculty members are evaluated on a biannual basis. This biannual 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 faculty member is hired.

TIMETABLE

Assistant Professors

Assistant Professors are normally considered for tenure and promotion during the fifth year of service with the result of the decision taking effect at the beginning of the sixth year. Promotion and tenure are decisions are linked in that an Assistant Professor can be granted tenure only when simultaneously being granted promotion to Associate Professor. No exceptions are made to this rule and, thus, there are no tenured Assistant Professors at this institution. An Assistant Professor can be considered for promotion without tenure, although this practice is discouraged. Faculty with previous experience at any professorial rank may apply for promotion to Associate Professor when they have completed at least two years at UHH and at least five total years in a professorial rank at a regionally accredited institution.

Associate Professors

The normal schedule for promotion to Professor is to apply during the fifth year of service at the rank of Associate Professor but with no less than two years service at UH Hilo. Faculty members who are hired at the rank of Associate Professor initially will not have tenure. The normal schedule for tenure is to apply in the third year with the decision taking effect at the beginning of the fourth year. The tenure decision at this rank is not linked to promotion.

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 member or on the initiative of the Chancellor with the concurrence of the faculty member. In no instance, however, can the period be lengthened beyond seven years. An untenured

faculty member who has not applied for tenure by the seventh year will receive a final one-year contract for the eighth year.

TIME IN RANK FOR PROMOTION

Normally, a faculty member will serve for five years in a given rank before being considered for promotion to the next higher rank. This service can include up to three years service in the same rank or an equivalent rank at another institution. At least two complete years of service at UH-Hilo are normally required to establish credentials for promotion.

Contract Renewal

TENURE-TRACK FACULTY

Effective Fall 2004, faculty initially hired as Assistant Professors will be evaluated during their second and fourth years of service and in every year thereafter. The purpose of these evaluations is to assess their progress towards promotion and tenure. This evaluation is a multi-tiered process with evaluations being provided sequentially by the Department or Division Personnel Committee (DPC), the Department or Division Chair (DC), and the Dean or Director. The process follows a schedule set forth by in the current year's [Calendar for Personnel Actions](#).

The application for contract renewal will consist of (1) annual reports for each year since the hire or the last contract renewal review, and (2) a current *curriculum vitae*. Each reviewing level may require the production of additional information or supporting materials. The form and instructions for the annual report and the forms for evaluators are found in [Appendices B, C and D](#). Electronic submission of the annual report and the CV are encouraged. It will be necessary, however, to print the signature page, then sign and forward the page to the Dean or Director.

The following table summarizes the review schedule for an assistant professor beginning a career at UH Hilo in the 2004-2005 academic year.

2004-2005	First year of two-year contract
2005-2006	First contract renewal review ; Annual report for 2004-2005 submitted in support of application
2006-2007	First year of second two year contract; annual report for 2005-2006 retained by candidate or submitted to department chair
2007-2008	Second contract renewal review; annual reports for 2005-2006 and 2006-2007 submitted in support of application
2008-2009	One year contract and apply for P&T; tenure/promotion application submitted according to personnel review calendar
2009-2010	First year as tenured Assoc. Prof.

The following table summarizes the review process for untenured faculty hired as associate professors beginning in the 2004-2005 academic year and applying for promotion (and tenure) during the third year.

2004-2005	First year at UH Hilo
2005-2006	Annual report submitted August 2005.
2006-2007	Annual report submitted August 2006; or application for promotion and/or tenure submitted according to the calendar.
2007-2008	First year as (tenured) Professor for those who successfully applied for tenure in 2006-2007. Those who postponed application will submit an annual report for 2006-2007 or will apply for tenure .

INSTRUCTORS (I-2)

Instructors are initially evaluated annually. After serving for a period of not less than four years, the Division Chair may elect to have an evaluation every other year and after eight years of service the evaluation period may be extended to every three years. Instructors will submit annual reports ([Appendices B and C](#)) covering each year since their last evaluation, a current *curriculum vitae*, and a set of evaluation forms ([Appendix D](#)) to the DPC by the date indicated on the [Calendar for Personnel Actions](#).

Promotion and Tenure

REQUIREMENTS

The qualifications required for tenure and for promotion at various ranks are given in general University requirements and specific requirements of individual colleges and programs. [Appendix A](#) contains the general University specifications for duties, responsibilities, and minimum requirements the ranks of Assistant Professor, Associate Professor, and Professor. The general requirements for tenure being granted at a specific rank are the same as the requirements for promotion to that 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.

As a guide for both applicants and for those making evaluations, a set of hypothetical profiles of successful applicants for promotion and tenure are included in [Appendix E](#). While these examples are hardly exhaustive, they do provide insight into what the University expects in terms of accomplishments.

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 for waiving minimum requirements for promotion. An example of such a calendar is shown in [Appendix G](#).

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 (typically mid September)
- Deadline for submission of application and dossier to the Departmental/Division Personnel Committee

The date for submission of the candidate's application and dossier is 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 F](#), and the forms to be included are given in [Appendix H](#). Each reviewing level may require the production 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 their case. The set of all persons in the University System eligible to serve on TPRCs is called the Faculty Personnel Panel. This 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. Applicants who do not wish to exclude members should inform the Chancellor of this wish. This will serve as notification that the candidate intends to apply for a personnel action.

The application and dossier are initially submitted to the DPC. The DPC can be a Departmental Personnel Committee or a Division Personnel Committee depending on the size of the department and the wishes of the faculty. A department with six or more full time teaching faculty (whether tenure track or not) may elect to have its own Personnel Committee. Otherwise, the Division Personnel Committee will provide the review. Membership on the Departmental Personnel Committee is made up from faculty in the Department and the Division. 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 places the evaluation with signatures on the required form in the dossier and forwards the dossier to the DC. The DC is the Department Chair in the case of a department that has a Departmental Personnel Committee and is the Division Chair otherwise. The DC writes an evaluation that is, again, inserted into the dossier and forwarded to the Dean. The Dean makes an independent evaluation, inserting it and forwarding the dossier to the Tenure and Promotion Review Committee (TPRC). The forms for reporting each evaluation are in the application (see [Appendix G](#)).

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 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 contract (Appendix B). 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 Tenure and Promotion

The general University specifications for duties, responsibilities, and minimum requirements for the ranks of Assistant Professor, Associate Professor, and Professor are presented below. The general requirements for tenure being granted at a specific rank are the same as the requirements for promotion to that rank.

ASSISTANT PROFESSOR (I-3)

Duties and Responsibilities: The primary responsibility of an assistant professor is to conduct assigned undergraduate and graduate courses and seminars. Additionally, the assistant professor is to serve as academic advisor to students; serve on college or university committees; engage in scholarly activities, and/or creative endeavors which contribute to the academic mission of the University. Where appropriate, the assistant professor is to participate in curriculum development activities; supervise laboratories, independent study activities, and off-campus learning such as practicums and internships; and to render service to the professional or lay community which is relevant to the individual's academic specialty. Perform such other related tasks and duties as assigned.

Minimum Qualifications: A doctorate from a college or university of recognized standing in a field appropriate to the requirements of the position. In unusual circumstances the requirement of a doctorate may be waived by the University upon demonstration of appropriate professional training, competence or experience.

ASSOCIATE PROFESSOR (I-4)

Duties and Responsibilities: The primary responsibility of an associate professor is to conduct assigned undergraduate and graduate courses and seminars. Additionally, the associate professor is to serve as academic advisor to students; serve on college or university committees; engage in scholarly activities, and/or creative endeavors which contribute to the academic mission of the University; provide professional assessments in personnel matters when requested. Where appropriate, the associate professor is to participate in curriculum development activities; supervise laboratories, independent study activities, and off-campus learning such as practicums and internships; and to render service to the professional or lay community which is relevant to the individual's academic specialty. Perform such other related tasks and duties as assigned.

Minimum Qualifications:

- 1) A doctorate from a college or university of recognized standing in a field appropriate to the requirements of the position. In unusual circumstances the requirement of the doctorate may be waived by the University upon demonstration of appropriate professional training, competence or experience.
- 2) Demonstrated high quality teaching performance.
- 3) At least five years of full-time college or university teaching in the rank of assistant professor or higher.
- 4) High quality contributions in at least one of the following areas and demonstrated competence in the other or some equivalent combination of contributions:

- A) Scholarly contributions and/or creative contributions in the individual's field appropriate for the rank and the standards of the specific campus.
- B) Service to the academic life of the college and/or university system. Where appropriate, contributions to the professional or lay community pertinent to the individual's professional training will be applicable in partial satisfaction of the service criterion.

PROFESSOR (I-5)

Duties and Responsibilities: The primary responsibility of a professor is to conduct assigned undergraduate and graduate courses and seminars. Additionally, the professor is to serve as academic advisor to students; serve on college or university committees; engage in scholarly activities, and/or creative endeavors which contribute to the academic mission of the University; exhibit professional and academic leadership. Where appropriate, the professor is to participate in curriculum development activities; supervise laboratories, independent study activities, and off-campus learning such as practicums and internships; and to render service to the professional or lay community which is relevant to the individual's academic specialty. Perform such other related tasks and duties as assigned.

Minimum Qualifications:

- 1) A doctorate from a college or university of recognized standing in a field appropriate to the requirements of the position. In unusual circumstances the requirement of the doctorate may be waived by the University upon demonstration of appropriate professional training, competence or experience.
- 2) Demonstrated high quality teaching performance.
- 3) At least five years of full-time college or university teaching in the rank of associate professor or higher.
- 4) High quality contributions in at least one of the following areas and demonstrated competence in the other or some equivalent combination of contributions:
 - A) Scholarly contributions and/or creative contributions in the individual's field appropriate for the rank and the standards of the specific campus.
 - B) Service to the academic life of the college and/or university system. Where appropriate, contributions to the professional or lay community pertinent to the individual's professional training will be applicable in partial satisfaction of the service criterion.

In unusual circumstances and for exceptional cases, the University may, in its discretion, waive any of the other minimum qualifications besides the academic degree requirement. The waiver of a requirement in a given case for one rank will not necessarily mean it is waived for the next higher rank.

MEETING THE CRITERIA

At the University, performance expectations in teaching, discovery and creativity, and service may be met in one of the following four ways:

<ol style="list-style-type: none">1. High quality teaching2. High quality contributions in scholarly activities and demonstrated competence in service	<ol style="list-style-type: none">1. High quality teaching2. High quality contributions in service and demonstrated competence in scholarly activities	<ol style="list-style-type: none">1. High quality teaching2. A balance of contributions in scholarly activities and service that substantially exceeds the minimum requirements of demonstrated competence	<ol style="list-style-type: none">1. Exceptional teaching2. Demonstrated competence in scholarly activities and service
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The hypothetical profiles in Appendix G indicate some of the ways in which faculty might meet these expectations.

Appendix B – 2004-05 Proposed Calendar for Personnel Actions

Date	Contract Renewal		P & T	Evaluators			
	Instructors and 2nd year tenure track	4 th year and after	Promotion and/or tenure	DPC	DC	Dean	TPRC
8/13/04			Submission deadline for waiver of minimum qualifications				
9/3/03			Submission deadline for change of probationary period	Committee election complete			
9/12/03			Exclusion option deadline				
10/15/03	Submit application and annual report to DPC		Submit application and dossier to DPC				TPRCs are appointed by the Chancellor
11/5/03				Forward instructor and 2nd year renewals to DC			
11/26/03				Forward P&T dossiers to DC	Forward instructor and 2nd year renewals to Dean		
12/3/03		Submit application and annual report to DPC					
12/13/03					Forward P&T dossiers to Dean	Notification of renewals for Instructors and 2nd year tenure track	
1/14/04				Forward post 2nd year renewal applications to DC		Forward P&T dossiers to TPRC	
2/4/04					Forward post 2nd year renewal applications to Dean		Forward P&T dossiers to VCAA through Dean
2/25/04						Notification of post 2nd year renewals	

Appendix C. Contract Renewal: Form for Annual Report of Activities

August 20__ to July 20__

Faculty Name _____ Date _____

Department/College _____

For contract renewal review, attach your current resume and sample course syllabi.

Note that all items address ONLY the period since your last annual report. See "Instructions for Annual Report of Activities," Appendix C, Contract Renewal, Promotion, and Tenure for Teaching Faculty.

1. INSTRUCTIONAL CONTRIBUTIONS

Sections 1.1, 1.2., and 1.3 must be completed.

1.1. Evaluation of Classroom Teaching

				Teaching Evaluation Form Responses (Your mean/group mean/ number of respondents)	
Course alpha and number	Credit hours	Final course enrollment	Grade point average for this section	Question 20/X	Question 21/Y
Fall 20xx					
Spring 20xx					

1.2 Advising

1.3 Directed Studies

1.4 Other Significant Teaching-Related Activities

2. CREATIVITY AND DISCOVERY

Complete only sections that apply.

2.1 Publications, Presentations and Performances for the Year

2.2 Grants, Contracts, and Development Activities

2.3 Other Creative or Research-Related Activities

3. SERVICE

Complete only sections that apply.

3.1 Service to the University

3.2 Service to the Community

3.3 Service to the Profession

3.4 Other Service Using Your Professional Expertise

4. HONORS, AWARDS, AND SPECIAL RECOGNITION

5. SELF EVALUATION AND DIRECTION

Required for contract renewal review; optional in non-review years.

5.1 Evaluation

5.2 Statement of Direction

Appendix D – Contract Renewal: Instructions for the Annual Report of Activities

This report is prepared annually by probationary faculty hired in Fall 2004 and henceforth. Probationary faculty hired before Fall 2004 may choose to complete annual reports in lieu of preparing a complete dossier ; they should consult with their department chair on this point. Reports are submitted to the Department or Division Personnel Committee (DPC) in support of the application for contract renewal. A current curriculum vitae and representative course syllabi should be also be submitted for review. After review by the DPC, the Department or Division Chair and Dean will review this annual report and attachments in conjunction with previous annual reports. You are encouraged to complete this report electronically and submit it by e-mail to the DPC.

The sequence of annual reports and attachments form the factual basis from which the candidate will present the case for contract renewal and for promotion and tenure.

1. INSTRUCTIONAL CONTRIBUTIONS

Sections 1.1., 1.2, 1.3 must be completed.

1.1. Evaluation of Classroom Teaching

List the courses you have taught at UH Hilo in the past year. CAS, CoBE, and CHL faculty will include the mean response for each of their sections to items 20 and 21 on the CAS Perceived Teaching Effectiveness survey. CAFNRM faculty will provide the mean response for each of their sections to items X and Y on the CAFNRM Course Evaluation survey. All faculty will also include group norm means. Present your figures in a table similar to this one:

				Teaching Evaluation Form Responses	
				(your mean/group mean)	
Course Alpha and number	Credit hours	Final Course Enrollment	Grade point average for this section	Question 20/X	Question 21/Y
Fall 20xx					
Spring 20xx					

If you do not wish to submit teaching evaluation results, you may elect to submit other materials that document your teaching effectiveness; see section 1.4 below.

1.2. Advising

Describe your academic advising activities for the year. Specify the number of majors and non-majors you have advised and the nature of your guidance, including course selection, readiness for graduation, application for graduation, career planning, and other academic decision-making

1.3 Directed Studies

Give a brief description of any directed study or research activities that were supervised during the past year. Indicate the name(s) of the student(s) and the nature of the study or research. Indicate final grade earned and the number of units earned.

1.4. Other Significant Teaching-Related Activities

Please describe any significant teaching-related activities that were not described above and are not described in other sections of this report. Such items can include student mentoring, collaboration in research with students, course and curriculum development and assessment; innovative uses of instructional technology; classroom assessment activities that produced improvements in your pedagogy and student performance, service on thesis/dissertation committees; workshops and tutorials, etc.

2. CREATIVITY AND DISCOVERY

Complete only sections that apply.

2.1 Publications, Presentations and Performances

List all public creative contributions for the past year. (Your resume lists all such contributions over the course of your career.) Included are articles, chapters, or papers which have been published or presented during the past year, exhibitions, performances and other peer reviewed contributions of discovery and creativity. Articles that have been assigned publication dates for the next year may also be included but if they are included here, they should not recur in next year's report.

In your list, please characterize the nature of each contribution. Characterizations such as the following are appropriate: article in a peer reviewed journal; article in an editorially reviewed publication; book or monograph; chapter in a book, peer reviewed exhibition, paper in a proceedings, abstract of a paper, technical report published within the University such as a working paper.

2.2 Grants, Contracts, and Development Activities

Describe any grants or contracts funded through the University of Hawaii for which you are principal investigator or worked on in some other capacity. Describe any proposal that you have submitted for funding and the response to the proposal if available. Report any activities aimed to bring development resources to UH Hilo.

2.3 Other Creative or Research-Related Activities

Describe any other significant activities that have resulted in the creation of new knowledge, creative expression, or have been of credit to the University. Additional activities such as assisting other faculty, serving as an advisor on a research project, consulting work that involves research may be included provide that it is not reported elsewhere in this report. Collaboration in research with

students is described in the section on teaching above.

3. SERVICE

Complete only sections that apply.

3.1 Service to the University

Provide a description of the committee activities and other service to the university or its units. If you provided exceptional service to that committee, such as serving as chairman or chairman of a major subcommittee, please give a description of this activity. Normally, no additional explanation of committee work is required. Indicate the level of committee: Departmental, College University, System

3.2 Service to the Community

In this section provide a description of activities that you have performed that have served local, state, and national publics. Such services may include advisory roles to government agencies, service to business firms, advising small businesses, speeches to organizations outside of the University, and other works that are of a professional nature and serve the public interest.

3.3 Service to the Profession

Please provide a description of service conducted in support of professional organizations to which you belong. Included should be service as an officer, an organizer of meetings, assistance with publications, presentations and other activities not directly related to research or instruction.

List the professional organizations that you belong to.

3.4 Other Service

In this section, report any other service that has drawn on your professional expertise and that reflects credit on the University and could not be appropriately reported in one of the sections above.

4. Honors, Awards, and Special Recognition

List any honors, awards or special recognitions received in the past year.

5. SELF EVALUATION AND DIRECTION

Required for contract renewal review; optional for non-review years.

5.1 Evaluation

Provide an evaluation of your activities during the past year. Explain how these activities have contributed to the missions of your department and the University and how they have contributed to your professional growth.

5.2 Statement of Direction

Describe your goals for the next year as a faculty member at UH Hilo in terms of how these will help you to reach your professional goals and how they will contribute to the missions of your department and the University.

Appendix E. Contract Renewal: Sample Annual Report

Note: This sample report is intended to demonstrate that preparation of such a report is a straightforward matter drawing on materials readily available to the applicant and providing a concise overview as to the applicant's achievements. Departments, division personnel committees, and colleges may request additional information.

August 2005 to July 2006

Faculty Name Stephanie Blank Date August 20, 2006

1. INSTRUCTIONAL CONTRIBUTIONS

1.1. Evaluation of Classroom Teaching

				Teaching Evaluation Form Responses	
				(your mean/group mean/number of responders)	
Course Alpha and number	Credit hours	Course enrollment	Grade point average for this section	Question 20	Question 21
Fall 2004					
Eng 101	3	19	2.2	4.67/4.47/15	4.33/4.38/15
Eng 203	3	31	3.1	4.53/4.47/25	4.55/4.38/25
Eng 341	3	16	3.4	4.75/4.47/16	4.80/4.47/16
Spring 2005					
Eng 101	3	20	2.3	4.25/4.43/16	4.35/4.33/16
Eng 204	3	34	3.0	4.61/4.43/30	4.65/4.33/30
Eng 326	3	18	3.3	4.78/4.43/16	4.66/4.33/16

1.2. Advising

Six English majors showed up at least once each semester, during advising or pre-advising, for course selection and to track progress in meeting GE, graduation, and major requirements. Three other English majors from each 300-level course came in frequently for advising on major courses, career choices, and general encouragement. No non-majors came for advising.

1.3 Directed Studies

Fall 2004, Eng 399, 3 credits, Feminist Readings of "Xxxx," 12 critical articles, one primary text; one annotated bibliography and one 20-page research report; Irma Sakamoto, final grade A.

Spring 2005, Eng 399 3 credits, "Eliot, Pound, Stevens, Williams," poems and critical articles; four short research papers; James Kraus, final grade A.

1.4. Other Significant Teaching-Related Activities

1.4.1. In the 300-level courses, both semesters, at the midpoint of the semester, students rated their progress towards the course goals identified in the course syllabi. Ratings were reported and each class discussed how the course might be adjusted and how they might alter their own practices to improve progress towards those goals. Modifications included more peer review, prompter feedback from the instructor, more frequent individual conferences, and more challenging reading assignments. At the end of the semester, students again rated progress towards goals and suggested how the course might be modified the next time around to improve student learning. Modifications have included a change in the course textbooks and more specific and directive descriptions of assignments. I am considering using this strategy in the 100- and 200-level courses.

1.4.2. I have experimented with WebCT in my 200- and 300-level courses. WebCT has made course handouts available to students online 24/7, provided students with a bulletin board on which to exchange ideas and information on weekly issues 24/7, enabled students to submit papers by email at any time before midnight on due dates, enabled me to return papers to students as soon as I have graded them, and made it possible to post assignment and exam grades promptly in a confidential setting. WebCT's email function keeps my regular email free for other communications. In course evaluations and in the in-class assessment reports, students have been enthusiastic about WebCT. I am considering more limited use of WebCT in my 100-level courses.

2. CREATIVITY AND DISCOVERY

2.1 Publications, Presentations and Performances for the Year

"Facing Up to the Stranger in the Freshman Composition Text." *College Composition and Communication* 56:3 (Oct 2005), 416-38. [Article in a refereed journal]

"Sonnets in the Online Composition Classroom." *Proceedings, Annual Conference of the Association for the Advancement of Computers in Education*. Lausanne, Switzerland, March 12-16, 2006. [Proceedings]

2.2 Grants, Contracts, and Development Activities

University of Hawai'i EIF grant: Screenwatch software and digicam for online course development to make my courses and those of other English faculty more accessible to students around the Big Island.

3. SERVICE

3.1 Committee Assignments and Service in Support of Instruction

Fall 2004-continuing. CAS Senate Curriculum Review Committee member. (College)

Fall 2005-continuing. Department committee on Service Courses.

Fall 2004-continuing. Advisor, UHHS A-authorized Poetry Club

3.2 Professional Service and Membership

Modern Language Association

National Council of Teachers of English

4. SELF EVALUATION AND DIRECTION

4.1 Evaluation

I believe that I have contributed to the English program in several ways beyond simply teaching assigned courses. I have integrated WebCT into two of my courses, making course materials more readily available to my students and enabling them to communicate with each other and with me very freely on the course online bulletin board; positive comments in the Instructional Critique encourage me to consider adding WebCT to more courses. My evaluations have been good: in between 65% and 80% of the items on the PTE, I score above the norm group. There is room for improvement in such areas as amount of material attempted and perceived fairness of grading. I have made a special effort to learn midway through the semester whether students believe that they and the course are progressing towards the course objectives, and I have made adjustments to improve progress.

The paper that appeared in College Composition and Communication this past spring was completed some time ago, and its publication brings positive closure and enables me to move forward. The paper I presented at AACE, on the other hand, marks my first venture in developing my own approach to composition using poetry as a teaching resource for a distributed learning course in composition.

As a member of the CRC, I have learned a great deal about other programs at CAS and now have a much better understanding of the institution's offerings and its faculty. Interacting with faculty from other departments on the committee has helped me to feel more at home on the campus. With other members of the department's committee on service courses, I have been designing a survey of faculty outside the department to determine how we might meet the writing needs of their majors more effectively.

4.2 Statement of Direction

The department has asked me to develop a new course to flesh out the upper-division writing offerings: a course in editing and grammar. I plan to offer this for the first time as a special topics course in Spring 2007. Without, I believe, diminishing the level of my expectations for student performance, I have revised the assignments, both reading and writing, and have refined the grading rubrics for writing assignments, both actions in response to student concerns on those areas. I plan to transform the high-demand sequence Eng 203-204 into online format so that it can be taken by students around the island and perhaps across the state.

I am continuing my study of the contemporary American sonnet, building on research I reported at the Modern Language Association in December 2003, adding the sonnet sequences of Henri Cole and Adrienne Rich to the project. I will be presenting on the expanded study at the December 2006 MLA. Adapting composition course materials developed elsewhere to the cultural and linguistic setting of Hawaii has been a most instructive process, and I have submitted a proposal for a presentation on that topic for the March 2007 Association of Writers and Writing Programs conference.

I plan to continue service on the CRC, becoming more deeply knowledgeable about the academic programs, policies, and processes at the institution. The department's committee on service courses plans to distribute their survey in Spring 2006, and I expect to participate in reviewing the results and implementing appropriate changes. I will continue to serve as faculty advisor to the Poetry Club, which has just affiliated with similar organizations at Maui CC and Kapiolani CC.

Attachments:

1. Resumé
2. Course syllabi: Fall 2005--Eng 101, 203; Spring 2005—Eng 326

Appendix F . Contract Renewal: Evaluation Forms

(To be attached to the annual report)

Faculty Name _____

EVALUATION BY THE DEPARTMENT OR DIVISION PERSONNEL COMMITTEE (DPC)

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

B. DPC's Recommendation and vote if taken

DPC Chair's Signature

Name

Date

Faculty Name _____

DIVISION OR DEPARTMENT CHAIR

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

B. DC's Recommendation: (if one is made)

DC's Signature _____
Name

Date

Faculty Name _____

V. DEAN

A. Dean's Assessment:

B. Dean's Action:

Contract renewed []

Contract not renewed []

Dean's Signature _____
Name Date

Appendix G. Tenure and Promotion: Instructions for Dossier Preparation

INTRODUCTION

The process by which a University of Hawaii 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 academic promotion process.

To provide all evaluators with adequate time to consider your application, the University has established the deadline date shown on the attached personnel calendar by which you must have completed and submitted your application to the chair of your DPC. 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 a clear and convincing case been made for tenure and/or promotion?" The answer must be "yes" if positive recommendations are to be made.

The tenure/promotion application form and attachments are the means by which you present the evidence on which your case for tenure and/or promotion is judged. These instructions have been written to assist you in the preparation of your application.

Tenure-track faculty hired in Fall 2004 and thereafter will base their tenure and promotion applications on the information compiled in their annual reports plus additional material documenting their achievements and continuing professional growth and contributions to the university.

Tenure-track faculty hired before Fall 2004 may choose to prepare for their applications for tenure and promotion by compiling annual reports as well as by the requisite gathering of documentation of achievements, continuing professional growth, and contributions to the university. Faculty should consult with their department chairs on this point.

THE APPLICATION FORM

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. In preparing your annual reports, you have steadily built the factual foundation for your applications for contract renewal and for promotion and tenure and have reflected regularly upon your professional growth and your contributions to your department and the university.

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 case. The results of the UH Hilo Perceived Teaching Effectiveness surveys, for example, would be helpful to the reviewers as they consider your teaching. 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.

Part I is self-explanatory. Parts II and III provide the information found in many curricula vitae but in a standard format which includes the specific information which reviewers have requested.

Part IV is where you describe the specific achievements and abilities on which you base your application. Some guidelines with respect to Part IV follow:

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. Both of these statements follow naturally from the self-evaluations and statements of direction that you have presented in your annual reports. In the statement of endeavors, you should provide information which would enable the reviewers to analyze separately the quality and impact of your teaching, professional and service activities during your years at UH Hilo.

The second statement is one describing your plans for the future as a member of the faculty at UH Hilo. As in your annual statements of direction, 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 curriculum development, innovative teaching, your current and future 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 submit has a page number, starting with 4.1 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 may 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 in the form of a table of the results of student evaluations while the actual evaluation forms and computer printouts remain either in an appendix.

Similarly, your application might contain a bibliography (or list of art exhibitions or dramatic performances) while the actual articles or programs are in an appendix. The appendices need not, and should not accompany the application. But they should be kept in the appropriate Division or College Office and be available to the evaluating parties. This results in an application of manageable size while assuring that the more detailed documents are available if needed.

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.

Teaching

You must have documented evidence of your teaching ability, usually by means of teaching evaluations, covering all of the courses you have taught in recent years. The annual report has

highlighted two key items in the UH Hilo Perceived Teaching Effectiveness Form for CAS, CHL, and CoBE faculty, and the college Teaching Evaluation form for CAFNRM faculty. In addition to these, the application for tenure and promotion should report and discuss trends in your instructional effectiveness that can be tracked by such scores. Special recognition by awards or citations for excellence in teaching should be recorded.

Evidence of progress over the years in the scope, depth and effectiveness of your teaching will be helpful to reviewers in evaluating your maturity as an instructor. Instructional materials including books, special presentations, and new teaching methods should be presented as indicators of teaching excellence. Moreover, syllabi, course outlines and examinations should be included in the supplementary materials if they help to illustrate your approach to teaching.

The influence of faculty members extends beyond the classroom. Since academic advising is an important part of each faculty member's responsibilities, it is helpful to offer evidence of activities and effectiveness both during formal advising and serving as a mentor for both academic success and career development. The information you have reported in your annual reports will be helpful in developing this section of your application.

In addition to classroom teaching, you may include documentation of other teaching-related activities, such as student mentoring and collaboration in research with students; course and curriculum development, assessment, and improvement activities; innovative uses of instructional technology; classroom assessment activities that produced improvements in your pedagogy and student performance; service on thesis/dissertation committees; and workshops and tutorials.

Creative and Discovery Activities

A continuing commitment as a contributor to the discipline and the profession is an important measure of the UH Hilo instructional faculty member. The breadth with which this requirement has been interpreted at UH Hilo reflects an institutional belief that professional vitality in a "teaching institution" may take many forms. Depending upon the situation, evidence both of finished products and of ongoing activities may be considered. Make a clear division between work published or completed since your initial appointment and earlier work.

Peer reviewed publications and performances are the most common most widely accepted means of demonstrating this commitment. 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, names of collaborators, etc. Use 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. [Characterizations such as the following are appropriate: article in a peer reviewed journal; article in an editorially reviewed publication; book or monograph; chapter in a book, peer reviewed exhibition, paper in a proceedings, abstract of a paper, technical report published within the University such as a working paper.](#)

Reprints, announcements, programs, recordings, 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.

Faculty members in the fine arts frequently demonstrate their contributions to the profession by citing works of art, literature, drama or music and when and where performed or displayed. Juried exhibits should be separately noted. The nature of the creative activity (composition, conducting, directing, etc.) should be noted. Performances of the work of others should be included if they represent the creative contribution of the performer. Copies of invitations to exhibits, programs, manuscripts, etc. are usually placed in appendices. External critiques by professional reviewers are particularly welcome. In some cases, your contribution may be demonstrated by continuing activity rather than by a specific product. In this case, you should 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 members 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 an academician. 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) service to the community, state, national and/or international agencies in a candidate's capacity as an academician, (3) contributions to student welfare through service on student-faculty committees and as advisor to student organizations, (4) service as a consultant to government, educational institutions, industry, or professional societies beyond that considered under scholarly activities, etc. Your summary of service should be divided into the categories specified in the Annual Report Form.

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.

SOME FINAL SUGGESTIONS

1. Allow yourself enough time to do a complete, accurate job of preparing the application. Your annual reports should provide a sound factual basis for 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 H. Tenure and Promotion: Illustrative Profiles

The hypothetical profiles presented here are intended illustrate the point that the requirements for promotion and tenure may be met in many different ways. The profiles can be used to guide candidates, the various committees and the administration in the final decision-making process regarding Contract Renewal, Promotion and Tenure.

The descriptions presented here do not supersede, extend, or modify any policy statement of the University of Hawai'i System, or the current contract between University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawaii (this contract is posted at <http://www.uhpa.org>). In the case of any conflict between this document and any policy of the University System or the UHPA contract, the language contained in the policy or the contract shall govern in all cases. The language used in Appendix E should not be construed as creating a contract, express or implied, between the University System and any of its employees or a guarantee of employment for any specific duration.

Profile 1

Assistant Professor W is seeking promotion to the rank of associate professor by presenting evidence of high-quality teaching, high-quality contributions in scholarly activities and demonstrated competence in service. His dossier includes the following:

Activities Relating to Teaching:

- Student evaluations from all courses taught in the last five years. Of 30 sections evaluated, only four had a mean for "compare instructor with others" that was below the norm for Professor W's division.
- The syllabus developed for a revised course for non-majors, along with an explanation of a new approach toward presenting the field to non-majors, was consistent with national trends, and resulted in improved student performance in the course.
- Evidence that Professor W played a key role in the curricular revisions of his department two years ago.
- Evidence that Professor W attended a short course over the summer on new developments in his field.

Activities Relating to Scholarship and Research:

- Five articles published regularly over the last five years in refereed journals (two of them national journals) in Professor W's field.
- Evidence that Professor W was invited to give a presentation at a national meeting of researchers in his field.
- Evidence that Professor W provided state-of-the-art expertise as a professional consultant to a company/agency engaged in business related in his research area.
- An award of \$20,000 in research funding to Professor W from sources external to the University of Hawai'i. Later proposals for additional funding were not successful.

Activities Relating to Service:

- Member of the Curriculum Review Committee for three years, serving as chairperson for one year.
- Election two years ago as regional membership chairperson of a national professional organization in his field.

Based upon an assessment of Professor W's ongoing activities, it is likely that the review committees would feel that he has demonstrated strong promise of the attainment of a distinctive academic reputation in the field, high quality teaching, and competence in service; the committees would likely recommend that he be awarded tenure and promotion.

Profile 2

Associate Professor X is seeking promotion to the rank of professor by presenting evidence of high quality teaching, high-quality contributions in service and demonstrated competence in scholarly activities. Her dossier includes the following:

Activities Relating to Teaching:

- Student evaluations from all courses taught in the last five years. Of the approximately 30 class sections evaluated, less than five had a mean for "compare this course with others you have taken" that was below the norm for Professor X's division.
- Over a five-year period, records indicate that Professor X supervised three student research projects, the results of two having been presented at an annual Big Island Science Conference.
- Records indicate that Professor X offered four directed study courses over the last four years.
- Professor X was instrumental in her department's introduction of computer technology in classroom instruction.
- Professor X has improved overall student performance in the introductory course by addressing their math skills in a systematic fashion.

Activities Relating to Scholarship and Research:

- Three articles published over the last five years in refereed journals in Professor X's field.
- The presentation of four invited talks to local groups on topics within Professor X's field of expertise.
- The presentation of two abstracts at national meetings of societies relating to Professor X's field of study.
- Three consultant reports over the past five years which deal with material within Professor X's area of study.

Activities Relating to Service:

- Membership on an advisory committee to the State Civil Defense Agency.
- Membership on the Faculty Senate for three years, and service as senate chair for one year.

- Faculty (division) representative to the University of Hawai'i Professional Assembly for a three-year period.
- Service as department chair for a three-year period.
- For a two-year period, member of the executive committee of a local chapter of a national organization related to Professor X's field.
- Member of an ad hoc committee for long-range planning appointed by the Chancellor.
- Service as a reviewer for two journals.

It is likely that the review committees would feel that Professor X has presented evidence of high quality teaching, of having achieved a distinctive academic reputation in the field, and of excellent service to the university. In that case, the committee would recommend that she be awarded tenure and promotion.

Profile 3

Assistant Professor Y is seeking promotion to the rank of associate professor by presenting a case that demonstrates balance between research and service coupled with high-quality teaching.

Activities Relating to Teaching:

- Student evaluations since his last promotion have been near the norms for Professor Y's division. Occasionally they have been somewhat below the norms, but at least as often they are substantially above the norm. The evaluations are consistent across lower division and upper division courses as well as across required and elective courses. The written evaluations provided by students confirm the numerical evaluations. While some students found him a bit dry, others are enthusiastic and felt that they learned much in his courses.
- During his last five years of teaching at UH Hilo, Professor Y has assumed primary responsibility for one area of instruction in the department. Two new courses have been offered during this period, and Professor Y was responsible for their development.
- Professor Y served on two panels at national meetings in which the use of new technologies for teaching was the topic.
- Professor Y has always demonstrated a willingness to teach courses outside of his normal area when the need arose. Twice he taught a course for a colleague who was on leave.

Activities Relating to Scholarship and Research:

- The research record for Professor Y shows that he has published four articles in academically-refereed journals since his last promotion. One article appeared in a journal regarded to be among the best three in the areas that Professor Y's department represents. The other three articles were in less prestigious and more narrowly focused regional journals.
- Each year, except for one year, a presentation was made at the most widely attended national meeting in his field.
- Professor Y has written three proposals for external research funding, none of which were funded.

Activities Relating to Service:

- Professor Y served as a member organizer for a regional meeting of a national association. He also chaired sessions at three meetings of academic societies.
- At the university level, Professor Y has served on the CAS Senate for two years and on the Admissions Committee for one year. He was also a member of the Ad Hoc Committee to design a UHH mascot.
- Professor Y works well at committee assignments within the department. He has volunteered to administer the department's computer research and training laboratory for the past three years.
- During the past five years, he has given seven presentations to local and state groups on topics related to his teaching and research. He presently serves on an advisory committee for a non-profit organization related to his area of expertise.

It is likely that the review committees would feel that Professor Y has demonstrated high quality teaching, promise of the attainment of a distinctive academic reputation in the field, and a strong record of service, and that the committees would recommend that he be awarded promotion with tenure.

Profile 4

Associate Professor Z is seeking promotion to the rank of full professor by presenting a case of exceptional teaching and demonstrated competence in scholarly activities and service. Her dossier includes the following:

Activities Relating to Teaching:

- Student evaluations from all courses taught in the last five years. Of 30 sections evaluated, only one had a mean for "compare instructor with others" that was below the norm for Professor Z's division, and the majority were well above the mean.
- Letters from two of Professor Z's colleagues who have sat in on her classes on a regular basis within the last five years which attest to the exceptional quality of her classroom instruction.
- The publication of a laboratory manual two years ago by a national publisher; the book was written to accompany a current textbook in Professor Z's field.
- Professor Z has given two campus workshops on teaching strategies for large lecture courses.
- An award of a \$4,000 grant which was used to develop the laboratory for which the above-mentioned manual was written.
- Service on a national committee three years ago to review curricula in Professor Z's area.
- Unsolicited letters from six former students which reflect high regard for Professor Z's teaching, and attest to the importance of her contribution to their success.

Activities Relating to Creativity and Research

- Three articles in refereed journals, one of them being within the past five years.
- A chapter contributed by Professor Z in a book that surveys recent results of research in her field.
- The presentation of the results of research endeavors at a regional conference.

Activities Relating to Service:

- Service on CAS Faculty Senate for one term.
- Service on the Academic Affairs Committee for three years.
- Service as acting department chair for two different semesters during the past five years.

Given the review of Professor Z's ongoing activities, it is likely that the review committees would feel that she has presented sufficient evidence of excellence in teaching , a distinctive academic reputation in her field, and solid university service, and would recommend her for promotion to professor.

Appendix I. Tenure and Promotion Application Form

UNIVERSITY OF HAWAII AT HILO
APPLICATION FOR TENURE AND/OR PROMOTION¹

For Promotion and/or
 Tenure

PART I. To be completed by the Applicant.

Name of Faculty Member

Division or Unit

Current Rank/Step

Date of Current Rank

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: ___/___/___).

¹ Faculty hired prior to Fall 2004 may complete this form for contract renewal in lieu of annual reports.

Name _____

PART II. TO BE COMPLETED BY APPLICANT

A. I certify that I have read this personnel application (the "University of Hawaii 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 and/or [] promotion.

Signed _____ 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.

Signed _____ 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)

Signed _____ Date _____

D. I certify that I understand the appropriate criteria and the Minimum Qualifications in Section IV, V or VI of this Application. 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:

Signed _____ Date _____

Address _____

Name

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>
-------------	-------------------------

Name

Part III. Curriculum Vitae Information. (TO BE COMPLETED BY APPLICANT)

A. Academic Degrees

1. Baccalaureate

Degree	Subject	Institution	Date Awarded
--------	---------	-------------	--------------

Degree	Subject	Institution	Date Awarded
--------	---------	-------------	--------------

2. Master's Degree

Degree	Subject	Institution	Date Awarded
--------	---------	-------------	--------------

Degree	Subject	Institution	Date Awarded
--------	---------	-------------	--------------

3. Doctorate

Degree	Subject	Institution	Date Awarded
--------	---------	-------------	--------------

Degree	Subject	Institution	Date Awarded
--------	---------	-------------	--------------

4. Foreign or Other Degrees and Professional Licenses

Degree	Subject	Institution	Date Awarded
--------	---------	-------------	--------------

Degree	Subject	Institution	Date Awarded
--------	---------	-------------	--------------

Degree	Subject	Institution	Date Awarded
--------	---------	-------------	--------------

B. Graduate Credits, Post-Doctoral Work, etc. since last Degree

Institution
Credits

Date(s)

Subject

Name

Part III. (continued)

C. Prior Experience:

List with dates, in reverse chronological order, beginning with your affiliation with the last institution or organization before coming to UH Hilo. Please account for all your time since beginning your professional career.

Name

Part III. (continued)

D. List of Courses Taught:

List in chronological order all courses taught since your date of initial appointment at the University of Hawaii. Courses taught through CCECS or in Summer Session or at an institution other than UH Hilo should also be noted. If additional space is required, append additional suitably-numbered pages immediately following this page.

[Section 1 of the annual report provides annual data which can be compiled here.]

<u>Sem/</u> <u>Year</u>	<u>Course</u> <u>Alpha/No.</u>	<u>Course Title</u>	<u>Contact</u>	<u>Number of</u>	
			<u>Cr</u>	<u>Hrs</u>	<u>Students</u>

E. Adjustments to Course Load:

List in chronological order all adjustments to the 9-credit course load, such as grant buy-outs, released time for administrative service, instruction of unusually large lecture courses, and laboratory instruction.

Reviewed by Chairperson/Unit Head for accuracy of information in Section D Above:

Chairperson's Signature _____ Date

Name

Part III. (continued)

- E. List below the number of students in your discipline for whom you served as faculty advisor, the number of students you supervised in independent study, and the number of students whose senior thesis you supervised. Use NA for any item below which is not applicable. [Section __ of your annual reports provides data for this section.]

<u>Year</u>	<u>Number of Advisees</u>	<u>Number of Independent Study Students</u>	<u>Number of Senior Theses</u>
20__-			
20__-			
20__-			
20__-			
19__-			
19__-			
19__-			
19__-			
19__-			
19__-			
19__-			
19__-			

Name

Part IV. ENDEAVORS (To be completed by applicant)

See Appendix F, "Promotion and Tenure Dossier Preparation," for examples of activities. Attach statements on endeavors on pages numbered from 4.2 with your name on the upper right of each page. [Sections 4.1 and 4.2 of your annual reports can provide the bases for these statements.]

A. Statement of Endeavors

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

Instructional activities	(4.2__ to 4.__)
Research/scholarly/creative activities	(4.__ to 4.__)
Service activities	(4.__ to 4.__)
Others	(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.__)
---------------------------	----------------

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

Appendix A	Current Curriculum Vitae	(pages 1 to __)
Appendix B	Teaching Evaluations	(pages 1 to __)
Appendix C	Previous DC and DPC Evaluations	(pages 1 to __)
Appendix D	Responses to Criticisms in Appendix C	(pages 1 to __)
Appendix E	Course syllabi and other materials documenting teaching excellence_____	(pages 1 to __)

Note here the final page number of submission--(4.__)

Name

PART V. DIVISION OR DEPARTMENT PERSONNEL COMMITTEE (DPC)

A. In addition to the material supplied by the candidate and included in the dossier, the DPC received or obtained and reviewed the following material:

1. Unsolicited evaluations, if any, as attached and listed below (identify by sender or as "confidential A," "confidential B," etc.):

2. Solicited evaluations, if any, from extramural sources as attached and listed below (identify by sender, or as "confidential A," "confidential B," etc.):

Name

PART V. (continued)

B. Assessment of the Applicant's Strengths and Weaknesses by the DPC:

Name

PART V. (continued)

C. DPC's Certification:

We hereby certify that the assessment recorded on page 5.2 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.

_____	Date
DPC Chairperson's Signature	
_____	Date
Member	
_____	Date
Member	
_____	Date
Member	
_____	Date
Member	
_____	Date
Member	

D. DPC'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 (the following section is not to be completed in the cases of automatic promotion accompanying tenure):

___ Members voted to recommend promotion
___ Members voted to recommend against promotion
___ Members abstained from voting on promotion

Name

PART VI. DIVISION OR DEPARTMENT CHAIR (DC)

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

B. DC's Recommendation: (if one is made)

DC's Signature _____
Name

Date

Name

PART VII. DEAN

A. Dean's Assessment:

B. Dean's Recommendation:

If tenure is being considered:

1. Tenure be granted []
2. Tenure not be granted []

If promotion is being considered: (the following section is not to be completed in the case of automatic promotion accompanying tenure):

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

Dean's Signature _____
Name

Date

Name

PART VIII. TENURE AND PROMOTION REVIEW COMMITTEE (TPRC)

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

NATURE OF MATERIAL

Name

PART VIII (continued). **TPRC'S ASSESSMENT AND ACTION**

A. Assessment:

Name

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 (the following section is not to be completed in the cases of automatic promotion accompanying tenure):

___ 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 9.1 was made by the Committee and that the vote recorded is correct and that it was taken by secret ballot.

TPRC Chairperson's Signature

Date

Member

Date

Member

Date

Member

Date

Member

Date

Member

Date

Name

PART IX. VICE-CHANCELLOR FOR ACADEMIC AFFAIRS

My recommendation is as follows:

If tenure is being considered:

1. Tenure be granted []
2. Tenure **not** be granted []

If promotion is being considered: (the following section is not to be completed in the case of automatic promotion accompanying tenure):

1. That promotion be granted []
2. That promotion **not** be granted []

Vice-Chancellor's Signature

Name

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 _____.

Name

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: (the following section is not to be completed in the case of automatic promotion accompanying tenure):

1. That promotion be granted []
2. That promotion **not** be granted []

Chancellor's Signature

Name

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 _____.

Name

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

Name

PART XII. TPRC'S REASSESSMENT AND ACTION

(To be completed only when the TPRC's initial assessment was negative and new materials have been submitted.)

Additional materials received:

A. Reassessment:

Name

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: (the following section is not to be completed in the case of automatic promotion accompanying tenure):

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

Chancellor's Signature

Name

Date

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

Appendix I – UH-UHPA Contract

ARTICLE X. DEPARTMENT OR DIVISION PROCEDURES GOVERNING TENURE, PROMOTION, AND CONTRACT RENEWAL

A. DEPARTMENTAL PROCEDURES

Each Department or Division, or comparable unit within the University, shall reduce its committee procedures on tenure, promotion, and contract renewal to writing. If such procedures have not been written and approved within six (6) months of the execution of this Agreement, the Employer shall develop such procedures for the Department or Division.

B. MINIMUM REQUIREMENTS FOR DEPARTMENTAL PROCEDURES

Written Department or Division Personnel Committee (DPC) procedures shall at a minimum provide for (a) secret ballot voting at all final votes; (b) strict exclusion from voting of any individual who is not a tenured bargaining unit 07 member over the tenure or contract renewal of another Faculty Member; and (c) allowing only Faculty Members of equal or higher rank to vote on applications for promotions; and (d) procedures for the orderly review of dossiers at the Department or Division level.

Non-tenure track bargaining unit members may participate in the establishment of DPC policies and procedures, and they may also take part in the discussions of the Personnel Committee if the Department or Division has voted to include these Faculty Members in such deliberations.

The DPC policies and procedures may include provisions for an individual candidate to exclude participation by other department members where the candidate believes that a conflict exists that would prevent the Faculty Member's fair evaluation of a tenure or promotion application made by the candidate.

Department or Division Chairs, and other bargaining unit members serving in similar capacities such as those with the title Director, shall not participate by voice, vote, presence, or in any other form of communication in the deliberations of the DPC over individual tenure and promotion applications.

C. REVIEW OF PROCEDURES

1. Written DPC procedures shall be submitted through the Dean or Director to the appropriate Chancellor and the union for approval, which shall not be unreasonably withheld.
2. These procedures shall comply with the terms of this Agreement, Board of Regents' policies, and administrative guidelines.
3. Copies of the approved DPC procedures will be filed with the Union. Copies shall also be retained in the office of the Dean/Director or Chancellor at UH-West Oahu.

D. AMENDMENTS OF PROCEDURES

1. Amendments to DPC procedures may be recommended from time to time at the discretion of the Department, Division, or comparable unit.

2. The proposed amendment shall be sent through the Dean or Director to the appropriate Chancellor and the union for review and approval, which shall not be unreasonably withheld. Approved amended procedures shall be filed with the Union and the Dean/Director or Chancellor at UH-West Oahu.

ARTICLE XII. TENURE AND SERVICE

A. DEFINITIONS. As used in this Agreement, the term:

1. "Academic tenure" means the right of Faculty Members to permanent or continuous service in the University.
2. "Probationary period" means the period of assessment of eligible Faculty Members prior to the awarding of tenure.
3. "Temporary appointments" means Faculty Members on Limited Term Contracts, Visiting Faculty, and Lecturers who are not eligible for tenure.

B. PROBATIONARY PERIOD

1. Probationary Service.
 - a. The probationary period begins when the Faculty Member first holds a tenure track appointment effective on or after July 1 and prior to October 2 of full-time service.
 - b. The probationary period ends by the granting of tenure, the refusal of tenure by the Employer, or the non-renewal of appointment. During this period, probationers do not have a claim to their position and the Employer, through its officers, may exercise its prerogative of non-appointment without a statement of reasons.
 - c. "Full-time probationary service" eligible for credit toward academic tenure must consist of teaching and/or research and/or extension and/or specialized work in the University in Ranks 2, 3, 4, and 5 in the A, B, or S classification, or in Ranks 3, 4, and 5 in I or R classification, or in Ranks II, III, IV, and V of the C classification in the Community Colleges. In absence of agreement to the contrary, service on a terminal year contract does not count as probationary service.
2. Duration of Probationary Period.
 - a. The probationary period is five (5) probationary years while in salary classifications A-2, B-2, S-2, I-3, R-3, A-3, B-3, S-3, and C; three (3) years while in classifications I-4, R-4, A-4, B-4, and S-4; and two (2) years while in classifications I-5, R-5, A-5, B-5, and S-5.
 - b. The probationary period for any Faculty Member may be lengthened, or shortened, or eliminated by specific action of the Employer either at the request of the Faculty Member, or upon the initiative of the Employer with the concurrence of the Faculty Member, but in no instance may the total full-time probationary service exceed seven (7) years. Service at other institutions, including other campuses of the University of Hawaii, may be credited to the probationary period. The Employer shall notify the Faculty Member, in writing, of the decision to lengthen, shorten, eliminate or in any way

alter the normal probationary period. If tenure is denied, the Faculty Member will be given a terminal one-year (1-year) appointment.

- c. The probationary period may be interrupted during periods when the Faculty Member does not hold a full-time contract. If the Faculty Member signs a contract for a non-tenure track position, the probationary period may also be interrupted. If the Faculty Member agrees to be transferred by the administrative head to a non-tenure track position, the Faculty Member shall continue to accrue probationary credit. By specific agreement in writing in advance, the Faculty Member and the Employer may agree that periods when the Faculty Member is serving in a non-tenure track position will count toward the probationary period.

Faculty Members who have leaves of absences with or without pay during the probationary period must be aware that such leave will not necessarily be credited toward their probationary period. Leaves of absences of a duration not greater than thirty (30) days during probationary periods shall be credited toward the probationary period. Credit for periods of leaves of absences, with or without pay, which exceed thirty (30) days in duration shall be approved in writing by the Employer before such leaves are taken, and in the absence of such approval, the leave period will not be credited.

- d. A Faculty Member with full-time non-probationary service in one of the Ranks specified in Paragraph B.2.a. above who accepts a probationary appointment without a break in service at the same Rank and with the same duties shall, upon written request, be granted a reduction in probationary period. The Faculty Member's probationary period shall be as provided in Paragraph B.2.a. reduced by the number of full years of service in the prior non-probationary appointment as defined above; however, the probationary period shall not be less than one (1) full year or two (2) semesters.
- e. Faculty Members with service in a Rank which does not count as probationary service may, upon promotion to a Rank which is probationary, request a shortening of the normal probationary period by up to three (3) years, or the number of years of such non-probationary service, whichever is smaller.
- f. A Faculty Member in salary classification I-3 or R-3 shall be awarded promotion to Rank 4 without separate application if granted tenure. The decision to grant tenure shall include a determination that the Faculty Member qualifies for promotion to the Rank in which tenure is granted.
- g. A Faculty Member in salary classification C-2 shall be awarded promotion to Rank 3 without separate application if granted tenure. The decision to grant tenure shall include a determination that the Faculty Member qualifies for promotion to the Rank in which tenure is granted.

3. Contracts During Probationary Period.

Initial appointment to the Faculty, by contract, shall be for a two (2) year period. In the C and I classifications, the initial contract will usually be effective August 1 and continue through July 31 of the last year of the initial contract. If the Faculty Member is to be reappointed, a new contract

will be offered which becomes effective August 1. For Faculty Members at rank 2 or 3, this contract shall be for two (2) years and may be followed by one-year (1-year) contracts effective August 1, with the terminal year usually ending July 31. Faculty at all other ranks who are to be reappointed shall be given one-year (1-year) contracts effective August 1 with the terminal year ending July 31. Additional contract renewals shall be for one-year (1-year) terms not to exceed seven (7) years of full-time probationary service.

C. EFFECTIVE DATES FOR PROBATION

For the purposes of tenure, a full-time appointment which is effective on October 1, or prior to that will be considered as a full year of probationary service on July 31 next. Where the effective date of the initial appointment is later than October 1, the partial year will not count in the calculation of the probationary period. In such event, the probationary period will commence on August 1 following.

D. RENEWAL OF CONTRACTS DURING THE PROBATIONARY PERIOD

1. General

Recommendations for renewal shall require that the Faculty Member's performance has been assessed for strengths and weaknesses and has been rated as satisfactory, that there is a continuing need for the Faculty Member's services at the University, and that the Faculty Member has made the professional improvement or has demonstrated the professional and personal qualities needed by the department, or similar considerations. A positive assessment does not necessarily assure renewal of appointment.

2. Procedures

The reappointment recommendation form is initiated by the Department/Division Chair. The form will provide for the assessment by the Department/Division Chair and the Department/Division Personnel Committee of the Faculty Member's performance. The form is passed to the Department/Division Personnel Committee which will include its assessment and recommendation with the form and transmit the material to the Chair who will make an assessment and recommendation. The Chair will then show the assessments and recommendations to the Faculty Member concerned before forwarding same to the Dean/Director. The assessments and recommendations shall be forwarded to the Dean/Director no later than December 20.

Written notification of intent to terminate an appointment at the end of the initial contract shall be given by the Employer to a probationary Faculty Member by January 15 of the second year. If notification of termination is not given by January 15, the Faculty Member will be given a one-year (1-year) terminal contract commencing on the following August 1.

After two (2) or more full-time probationary years, at least twelve (12) calendar months notice of termination will be given.

3. Non-reappointment, Statement of Reasons

In a case in which the Employer has exercised its prerogative of non-reappointment, the Faculty Member may within twenty (20) calendar days of receipt of the written notification request a meeting with the Dean or other appropriate official.

Upon request, the Faculty Member will be advised orally of the reasons for the non-reappointment. Upon written request of the Faculty Member within ten (10) calendar days of the meeting, the reasons will be confirmed in writing.

4. Not Subject to the Grievance Procedure, except Paragraph D.2. of this Section.

Since the probationer does not have a claim to the position and the Employer may exercise its prerogative of non-reappointment, the requested statement of reasons is provided for purposes of information only; and the statement of reasons, the decision of the Employer, and the provisions of this Article, with the exception of Paragraph D.2., Procedures, shall not be subject to the grievance procedure.

E. TENURE APPLICATION, REVIEW AND NOTIFICATION

All eligible Faculty Members must apply for tenure by their final year of probationary service according to a timetable established and published by the Employer, provided previous years of probationary service have been rated as satisfactory. Following review of the application, the Employer through its officers shall notify the Faculty Member by June 30 following the date of application whether it will grant or refuse to grant tenure on the following July 1. If tenure is refused, the Faculty Member shall be offered a terminal year's contract commencing July 1. If notification of refusal of tenure is not given in writing by June 30 of the final year of probation, the Faculty Member shall receive a year's extension of probationary service with the option of reapplying for tenure during that year. Personal delivery of the notice in writing, or the mailing of the notice by certified or registered mail to the last recorded residence of the Faculty Member, on or before June 30, shall constitute an effective notification. A Faculty Member who fails to apply for tenure during the final year of probationary service shall be given a one-year (1-year) terminal contract commencing August 1.

F. TENURE EVALUATION PROCEDURES

1. Preparation of Tenure Applications

Guidelines for filling out and processing tenure applications shall be established by the Employer. Criteria shall be in writing and shall be distributed in the guidelines and procedures provided to the applicant along with the tenure application forms and shall be the basis on which judgment for consideration of tenure shall be made.

Tenure application forms shall be made available to eligible Faculty Members no less than six (6) weeks prior to the application deadline. Faculty Members applying in the final year of the normal probationary period (as set forth in B.2.a. of this Article) shall have the option of being considered under the criteria contained in the guidelines distributed in the year of application or those contained in the guidelines distributed two (2) years earlier.

At each campus, the administrative coordination for this process will be provided by the Office of the Chancellor.

2. Procedures for Evaluating Tenure Applications

a. The application for tenure is prepared by the candidate in consultation with the Department/Division Chair (DC), if so requested by the candidate, in accordance with the established guidelines. No anonymous material shall be made a part of any dossier.

b. The application is then reviewed for completeness by the DC and the Department/Division Personnel Committee (DPC). The DPC will consider the evidence, make one (1) written assessment of the strengths and weaknesses of each applicant, append a recommendation if they so desire, and transmit the dossier to the next higher level of review.

- c. The DC shall not participate in the deliberations of the DPC nor influence the DPC's written assessment. The DC shall make a separate and independent assessment and recommendation.
- d. In those academic units where the position comparable to that of DC is filled by a person who is not a member of the Bargaining Unit, that person will not participate in the selection, deliberations and recommendations of the DPC and DC provided in F.2.b. above. Faculty of such academic units shall determine the composition of their DPC upon being convened by the person in the position comparable to the 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 which shall not constitute a separate recommendation.
- e. The application shall be assigned to one (1) of the Tenure and Promotion Review Committees (TPRC) appointed by the Employer in accordance with Article XV (applicants should note their right to the Exclusion Option in Section C of that Article). The Employer may seek the advice of the union before appointing Faculty Members to a TPRC. The TPRC shall issue one (1) written report which may include the minority view(s), if any.
- f. The dossier is forwarded by the DC to the Dean/Director² who, after making an assessment and recommendation, shall refer it to the TPRC. The TPRC shall review the dossier and make a recommendation, after which the dossier is returned to the Dean/Director for transmission to the appropriate Chancellor.

At UH-West Oahu, the dossier is forwarded to the Chancellor, who shall refer it to the TPRC. The TPRC shall review the dossier and make a recommendation, then return it to the Chancellor.
- g. When the Chancellor disagrees with the recommendation of the TPRC, the Chancellor shall discuss the case with the TPRC before making a recommendation.
- h. The Faculty Member shall be notified of the recommendation of the TPRC when it is reported.
- i. The Employer will notify the Faculty Member of its decision in accordance with Paragraph E. of this Article.
- j. In order to protect and enhance the integrity of the Faculty participation in this process, the DPC, DC, and TPRC shall proceed with the utmost discretion and in a confidential manner. The voting shall be done by secret ballot. The applicant shall not attempt to influence or communicate with the committees or their members. Faculty Members participating in all Personnel Committees have the responsibility for avoiding conflicts of roles by recusing themselves from the process when such conflicts exist.
- k. The internal procedures of the DPC shall not constitute the basis for a grievance. These procedures may be considered during the negative tenure review process.
- l. If a school or college, because of newness or size is not organized with departments or divisions, the DPC shall be dispensed with, and a Faculty Personnel Committee will be constituted for that school or college. If additional Faculty to supplement the committee are desired, the school or college Chancellor may appoint Faculty Members from other colleges or schools of the University to serve on an ad hoc basis.

² The title of the official at this level of review may vary by campus.

- m. At UH-Manoa, if a department or program has fewer than five (5) eligible³ tenured Faculty Members, who are available (i.e., not on leave of absence) to serve on the DPC, then the Dean or Director may constitute a Faculty Personnel Committee in consultation with the department chair or program director. This ad hoc Faculty Personnel Committee will be made up of all UH-Manoa tenured Faculty with an appointment of .25 FTE or greater in the department or program, and additional tenured Faculty Members from related disciplines.
- n. For UH-Hilo departments that have six (6) or more full-time Faculty Members, the DPC referred to in Article X and this Article may be composed of personnel in that department. In the formation of the Personnel Committee, the department should avoid inclusion of personnel who are applicants for tenure or promotion, personnel under consideration for contract renewal, and personnel on terminal year appointments.

The department may include other Faculty from within the Division in its Personnel Committee. For these departments, the term DC shall refer to Department Chair for purposes of personnel evaluations.

Faculty in departments with less than six (6) full-time Faculty Members shall be served by a DPC composed of Faculty from the departments within their Division. For these departments the term DC shall refer to Division Chair for purposes of personnel evaluations.
- o. The procedures set forth in this section shall apply to the tenure review process beginning with the academic year 2003-2004.

G. NEGATIVE TENURE ACTIONS

1. In the tenure evaluation process, the Chancellors will notify each Faculty Member whose dossier contains a negative recommendation with respect to the tenure application.
2. When a Faculty Member receives such notice from the Office of the Chancellor, the Faculty Member may, within five (5) calendar days after receiving such notice, inform the Office of the Chancellor in writing of a desire to examine the dossier.
3. Upon receiving the request, the Office of the Chancellor shall provide the Faculty Member an opportunity to examine the dossier within ten (10) calendar days.
4. The Faculty Member may, within ten (10) calendar days after examining the dossier, submit written comments and additional material to the Office of the Chancellor for transmission to the Tenure and Promotion Review Committee. If the TPRC recommendation is positive, the Faculty Member may submit the additional material directly to the Chancellor. The Office of the Chancellor shall notify the TPRC that additional materials have been submitted.
5. The TPRC will consider the comments and additional material submitted by the Faculty Member and include them with its recommendation in the dossier. The Chancellor will, after reviewing the dossier and the recommendation of the TPRC, make a recommendation or decision. When the

³ Not eligible are Faculty Members serving as department chair or program director of the involved department or program, or those Faculty Members holding Executive/Managerial appointments.

Chancellor disagrees with the recommendation of the TPRC, the Chancellor shall discuss the case with the TPRC before making a recommendation or decision.

6. When a Faculty Member receives written notification from the University, in accordance with Paragraph C of this Article, that the application for tenure has not been granted, the Faculty Member may, within ten (10) calendar days after receiving such notice, inform the Chancellor in writing of a desire to examine the dossier.
7. Upon receiving the request, the Office of the Chancellor shall provide the Faculty Member an opportunity to examine the dossier within ten (10) calendar days.
8. The Faculty Member may within ten (10) calendar days after examining the dossier, or within twenty (20) calendar days of receipt of the written notification if the Faculty Member does not examine the dossier, elect one (1) of two (2) alternative procedures by submitting a request in writing in accordance with the following:
 - a. If the Faculty Member believes that this Agreement or the supplemental guidelines and procedures established or approved by the Employer have been violated or misapplied and that such violation or misapplication has adversely prejudiced the application, the Faculty Member may make a written statement to the Union, which specifies the nature of the violation or misapplication, and may request that an appeal of the negative tenure decision be initiated. The appeal shall be filed according to the following procedures:
 - 1) The Employer and the Union shall select an individual with significant academic background to serve as a Hearing Officer to review the appeal of the Faculty Member. The Union may present on behalf of the Faculty Member any evidence in support of the claim that this Agreement or the supplemental guidelines and procedures established or approved by the Employer have been violated or misapplied and that such violation or misapplication has prejudiced the application.
 - 2) If the Hearing Officer does not find a violation or misapplication of this Agreement or the supplemental guidelines and procedures established or approved by the Employer, or, having found a violation or misapplication, does not find that such violation or misapplication has adversely prejudiced the tenure application and decision, the Hearing Officer shall so report.
 - 3) If the Hearing Officer determines that the provisions of this Agreement or the supplemental guidelines and procedures which form the basis of the appeal were violated in a significant manner, and further finds that there was a reasonable probability that such violation of procedure in the evaluation process adversely prejudiced the decision complained of, the Hearing Officer shall:
 - a) direct that the application dossier be reconsidered; may direct that the reconsideration process commence at any of the levels of review, or that any intervening level of review up to the Chancellor or appropriate Vice President be omitted; and may also direct that any improper material which has prejudiced the decision be expunged from the dossier; and/or
 - b) direct that a new TPRC be appointed in accordance with the provisions of this Agreement; or

- c) direct that the probationary period be extended for an additional year, notwithstanding the limitations in this Article and the Faculty Member be permitted to submit a new application for tenure.
 - 4) In extreme cases, where the Hearing Officer finds that the provision of the Agreement or the supplemental guidelines and procedures which form the basis of the appeal were grossly violated, and such violation seriously prejudiced the decision, the Hearing Officer may submit findings in a report to the Employer and the Union. The report may include a recommendation that tenure be granted.
 - 5) The Hearing Officer shall report findings of fact, conclusion, and recommendations to the Employer and Union within thirty (30) days of the close of the hearing.
 - 6) Upon the receipt of the report of findings, the Employer shall, after a review of the report, make a decision within a reasonable time whether to award tenure or remand the matter for reconsideration as directed by the Hearing Officer. The Employer shall notify the Union of its decision, and if requested, a statement of reasons will be provided should the Employer not grant tenure pursuant to the recommendation of the Hearing Officer.
 - 7) In the event that the President disagrees with the conclusions of the Hearing Officer, the President will complete a full review of the procedural and substantive issues involved at each stage of the process. The President will provide a full accounting of the basis for the decision rendered, prior to forwarding any recommendation to the Board of Regents. The rationale for the decision must be transmitted by the President to the applicant. Upon the completion of the reconsideration as directed by the Hearing Officer, the decision of the Employer shall be final and binding on all parties.
 - 8) The fees of the Hearing Officer and other costs related to the hearing shall be shared equally by the Employer and the Union.
- b. In the alternative, the Faculty Member may request a meeting with the Administrator who notified the Faculty Member of the negative decision. In such event, the Administrator shall meet with the Faculty Member.
- 1) If the Faculty Member then wishes to appeal the decision and request a reconsideration on the substance of the application, the Faculty Member may submit the request together with any additional materials within ten (10) calendar days after such meeting.
 - 2) If the recommendation of the TPRC in the review process has been positive, the Employer shall, at the request of the Faculty Member, appoint a special committee to review the case and make recommendations on any specific, substantive aspects of the application referred to it. In the review process the special committee shall be free to meet with the Faculty Member and the Administrator as it deems necessary. It shall act with discretion and due consideration for the confidentiality of the matter involved. The special committee shall be made up of four (4) members selected by the Employer after consultation with the Chair of the TPRC, if available, and the Chair of the Faculty Member's department, division, or equivalent unit.
 - 3) At the conclusion of the reconsideration process, the Employer will notify the Faculty Member of its decision. If the decision remains negative, and if the

Faculty Member so requests, the Employer will provide the Faculty Member with a statement of reasons for the decision. The decision of the Employer shall be final.

- c. Neither the procedures nor the decisions arising out of G.8.a. and b. of this Article shall be subject to further review under Article XXIV, Grievance Procedure.

H. NOTICE OF RESIGNATION

Because it is especially difficult for the Employer to replace Faculty Members on short notice, good professional practice requires that a Faculty Member who expects to resign should give notice of the intention well in advance.

I. APPOINTMENT OF FACULTY MEMBERS TO ADMINISTRATIVE DUTIES AND ADMINISTRATORS TO FACULTY DUTIES

1. University of Hawaii Faculty Members holding tenure who are appointed to administrative positions will retain their academic title and full right to return, not to exceed seven (7) continuous years, at the termination of the administrative appointment to their academic position on a full-time basis, with the same tenure rights as others holding a similar rank. The Employer may assign Faculty Members holding tenure who have served more than seven (7) continuous years in an administrative position to vacant Faculty positions on a full-time basis, with the same tenure rights as others holding a similar rank.
2. Faculty Members who assume administrative duties prior to the award of tenure shall retain their academic title. While serving in administrative positions, Faculty Members will not automatically continue to accumulate probationary credit toward tenure, but will retain the right to return in probationary status to their academic position at the termination of the administrative appointment.
3. Upon return to the academic position from an administrative position, a Faculty Member's salary in Rank will be that which most closely corresponds with that which would have been received had the Faculty Member not assumed administrative duties (taking into account such increases as would have been received in the interim) with such adjustments as may be equitable under the circumstances.
4. Administrators shall not be appointed to positions traditionally filled by Faculty Members, except by written consent of the Union, which consent shall not be unreasonably withheld in case of bona fide emergency appointments to last no more than one (1) month.
5. When participating as members of the Faculty, including temporary duty as department chairs or equivalent positions, administrators shall recuse themselves from any meeting, action, appointment, or deliberation, whether convened or caused by the Employer, this Agreement, or the department, which involves hiring, tenure, promotion, or discipline.

J. LOCUS AND TRANSFER OF TENURE WITHIN THE UNIVERSITY OF HAWAII

1. Locus of Tenure

Tenure is granted at one (1) of the campuses of the University System. At the UH-Manoa Campus, tenure is further limited to a given college, school, or organized research or service unit. At the other campuses, similar distinctions shall be made with tenure granted at a college or major service or program unit.

While UH-West Oahu shares the campus with Leeward Community College, tenure will continue to be awarded at the respective colleges.

2. Tenure on One (1) Campus

Although a Faculty Member can hold joint appointments on two (2) campuses, tenure at only one (1) campus shall be held at any given time. (Note: For the rules below, the University of Hawaii campus a person leaves is called Campus 1 and the campus to which the Faculty Member goes is called Campus 2. These terms are general and so apply as stated if a Faculty Member returns to the original base, which then becomes Campus 2.)

3. Immediate Tenure

The Employer may grant a tenured Faculty Member transferring from Campus 1 to Campus 2 immediate tenure at Campus 2. Accepting tenure at Campus 2 automatically voids tenure at Campus 1.

4. Transfer of Tenured Faculty

Tenured Faculty may be transferred from one (1) locus of tenure on a campus to another, or from Campus 1 to Campus 2 within the UH system. The transfer of tenured Faculty may be initiated for the following reasons:

- a. at the request of the individual Faculty;
- b. at the request of the Employer; or
- c. as the result of the transfer of a program from Campus 1 to Campus 2.

If the individual Faculty Member requests transfer from Campus 1 to Campus 2, the Employer may transfer tenure to the Faculty Member on Campus 2. Accepting tenure at Campus 2 automatically voids the Faculty Member's tenure at Campus 1.

If tenure is not transferred to Campus 2, the Faculty Member will be granted a leave of absence from the tenured position at Campus 1 for one (1) year; the leave may be extended for one (1) additional year. The Faculty Member will lose tenure at Campus 1 if he/she does not return after two (2) consecutive years encompassed by that leave.

Faculty Members may be transferred from one (1) campus to another at the request of the Employer with the transfer of tenure to Campus 2.

A Faculty Member appointed to an administrative position on another campus shall be granted a leave of absence from the tenured position at Campus 1 for up to two (2) years. The Faculty Member will lose tenure at Campus 1 if he/she does not return after two (2) consecutive years on leave.

5. Transfer of Programs

If a program of the University System is transferred from one (1) campus to another, Faculty Members engaged in the program shall have the right of first refusal to appointment in the program at Campus 2. Faculty Members who elect to transfer retain their rank and their tenure status or probationary service credit toward tenure. If they do not wish to transfer from Campus 1, every effort shall be made to find an appropriate appointment on Campus 1 or at another campus in the University System.

The conditions of all transfers shall be set forth in writing and signed by the Faculty Member, the administration, and the Union.

ARTICLE XIV. PROMOTION

A. GENERAL

Any Faculty Member shall upon application be considered for promotion in any year in accordance with guidelines established by the Employer. Criteria shall be in writing and shall be distributed in the guidelines and procedures provided to the applicant along with the promotion application forms and shall be the basis on which judgment for consideration of promotion shall be made.

B. PROCEDURES FOR RECOMMENDING PROMOTION

1. The application for promotion is prepared by the candidate in consultation with the Department/Division Chair, if so requested by the candidate, in accordance with the established guidelines. No anonymous material shall be made a part of any dossier.
2. Should there be a substantial change in the promotion criteria in the year of application, the candidate shall have the option of being considered under the criteria contained in the guidelines distributed in the preceding year.
3. Procedures and provisions described in Article XII, F.2., Paragraphs a through o, shall apply for promotion as well as tenure, except as otherwise provided in this Article.
4. The Employer will notify the Faculty Member of its decision in writing normally no later than June 30. The promotion, if granted, will be effective as of August 1, even if the decision and notification are made after June 30.

C. SALARY UPON PROMOTION

Faculty Members promoted in accordance with this Article shall have their salary increased by eight percent (8%).

D. NEGATIVE RECOMMENDATION

1. In the promotion evaluation process, the Chancellors will, after receipt of the Tenure and Promotion Review Committee (TPRC) report, notify each Faculty Member whose dossier contains a negative recommendation with respect to the promotion application.
2. When a Faculty Member receives such notice from the Office of the Chancellor, the Faculty Member may, within ten (10) calendar days after receiving such notice, inform the Office of the Chancellor in writing of a desire to examine the dossier.
3. Upon receiving the request, the Office of the Chancellor shall provide the Faculty Member an opportunity to examine the dossier within ten (10) calendar days.
4. The Faculty Member may, within ten (10) calendar days after examining the dossier, submit written comments and additional material to the Office of the Chancellor for transmission to the TPRC. If the TPRC recommendation is positive, the Faculty Member may submit the additional material directly to the Chancellor. The Office of the Chancellor shall notify the TPRC that additional materials have been submitted.

5. The TPRC will consider the comments and additional material submitted by the Faculty Member and incorporate these together with its recommendation in the dossier. When the Chancellor disagrees with the recommendation of the TPRC, the Chancellor shall discuss the case with the TPRC before making a recommendation or decision. The Chancellor will, after reviewing the dossier and the recommendation of the TPRC, make a recommendation or decision.
6. When a Faculty Member receives written notification from the Employer in accordance with Section B, that the application for promotion has not been granted, the Faculty Member may, within ten (10) calendar days after receiving such notice, inform the Office of the Chancellor in writing of a desire to examine the dossier.
7. Upon receiving the request, the Office of the Chancellor shall provide the Faculty Member an opportunity to examine the dossier within ten (10) calendar days.
8. The Faculty Member may, within ten (10) calendar days after examining the dossier, or within twenty (20) calendar days of receipt of the written notification if the Faculty Member does not examine the dossier, request a meeting with the Chancellor. In such event the Chancellor shall schedule a meeting with the Faculty Member within ten (10) calendar days.

E. PROMOTION REVIEW PANEL (PRP)

1. For the purpose of providing assistance and advice on certain cases that come before the President in accordance with the provisions of this Article, Promotion Review Panels (PRP) to be made up of senior, experienced, and knowledgeable persons in the University shall be established.
2. Promotion Review Panels of three (3) to five (5) members shall be appointed by the President of the University or the President's designee, with the concurrence of the President of the Union or a senior Faculty Member duly designated by the Union's President. In making their selections, they shall abide by exclusions of persons made by the Faculty Member as set forth in Article XV, C., Exclusion Option.

Separate Promotion Review Panels shall be established for the University of Hawaii at Manoa, University of Hawaii at Hilo and University of Hawaii at West Oahu, and the Community Colleges. More than one (1) Panel may be established for each of these constituencies.

3. A PRP may be convened in the following situations, upon compliance with the procedures set forth in this Article:
 - a. When the TPRC has recommended in favor of promotion and the Chancellor has decided against promotion;
 - b. When the Chancellor has recommended in favor of promotion (irrespective of the recommendation of the TPRC), and the President has reservations about acting favorably upon the recommendation to promote; or
 - c. When the TPRC has recommended against promotion and the Chancellor has decided against promotion, but the Referee, as provided in Section J below, has found that there was a significant procedural violation that probably contributed in a material way to the negative decision.

F. REVIEW BY PROMOTION REVIEW PANEL UPON REQUEST OF FACULTY MEMBER

The applicant may request a review of the case by a Promotion Review Panel in situations in which the TPRC had recommended in favor of promotion and the Chancellor had decided against promotion. Such request must be made in writing, within five (5) calendar days after the meeting with the Chancellor.

The Faculty Member may, in connection with the request, submit additional materials not duplicative of materials in the dossier or previously submitted. The Chancellor shall transmit the dossier and such additional materials to the PRP.

G. REVIEW BY PROMOTION REVIEW PANEL UPON REFERRAL BY THE PRESIDENT

In those situations in which the TPRC and the Chancellor have both recommended in favor of promotion, or in which the TPRC has recommended against promotion and the Chancellor has recommended in favor of promotion, and the President has reservations about acting favorably on the recommendation to promote, the President shall refer the application dossier to the PRP for its review and report before rendering a decision.

H. FUNCTION OF PROMOTION REVIEW PANEL

The PRP shall consider the application dossier, and where applicable, the Referee's report, as well as such additional materials as may be submitted in accordance with the provisions of this Article. It will make a finding on the substantive aspects of the application in the context of the Collective Bargaining Agreement and the Promotion Guidelines, and respond to the question: "Has the Applicant made a persuasive case for promotion?"

The PRP may request additional information from both the Faculty Member and from the Chancellor in those cases in which the Chancellor had rendered a negative decision, or from the President or the President's designee in those cases referred to it by the President. Such information may be requested in the form of written or oral statements, provided that both the Faculty Member and the Administrator are given equal opportunity to respond and that they use the same form of communication to present their cases. The PRP may also meet with the President or the President's designee before submitting its report. Other than for these meetings the PRP will review the case on the basis of the written record, in the context of the provisions of this Article and the Promotion Guidelines. The PRP will consider each case according to its own merits, without comparison or contrast with any other case.

The PRP will submit its report within thirty (30) calendar days after meeting with the Chancellor or the President to the Office of the President for inclusion in the dossier. Any member of the PRP may submit an individual report that the PRP shall incorporate with its report.

The Employer will notify the Applicant of the report of the PRP, if negative, and of the decision of the President, if negative. Within ten (10) calendar days after receiving such notice, the Applicant may submit a request in writing to the Office of the President for an opportunity to examine the dossier, and arrangements will be made to provide such opportunity. Additionally, if the Applicant so requests, the Employer will provide the Applicant with a statement of reasons for the decision.

In the event that the President disagrees with the conclusions of the PRP, such a decision must include a full review of procedural and substantive issues at each stage of the process. The rationale for the decision will be transmitted to the applicant.

I. PANEL OF REFEREES

Referees shall be utilized to assist in expediting the consideration of allegations of procedural violations in situations in which the TPRC has recommended against promotion and the Chancellor has decided against promotion.

A panel shall consist of five (5) referees to be jointly selected by the President of the University or the President's designee and the President of the Union or a senior Faculty Member designated by the Union's President, for each of the four (4) years of this Agreement. The referees shall be selected from among persons with experience in and knowledge of the University. These persons may be from within or without the University.

Assignment of a referee to review a given case shall be by rotation, and the next available referee shall be requested by the Chancellor to review the case.

J. REFEREE REVIEW OF PROCEDURAL MATTERS

1. Request for Referee.

In situations in which the TPRC had recommended against promotion and the Chancellor has decided against promotion, the Applicant may, within five (5) calendar days after meeting with the Chancellor, submit a written request to the Chancellor that the case be reviewed by a referee, if the Faculty Member believes that a procedural error occurred which may have affected the case in a negative manner. The request shall include a statement of the particular procedural provision in this Article of the Collective Bargaining Agreement or the Promotion Guidelines which has been violated, and the manner in which the violation has contributed to the negative decision.

2. Report of the Referee.

The Chancellor shall forward the request to the next available referee who shall, within ten (10) calendar days of receipt of the request, submit a written report to the Chancellor. The Chancellor shall provide the Applicant with a copy of the Referee's report.

If the Referee's report is in the negative as to either aspect of the question set forth below to be answered by the Referee, the case shall be terminated.

If the Referee's report is in the affirmative as to both aspects of the question addressed, the case shall be submitted to the Promotion Review Panel (PRP), if the Applicant so requests in writing to the Chancellor within five (5) calendar days of receipt of the Referee's report. The Applicant may submit additional materials to the Chancellor for transmission to the PRP, not duplicative of materials already in the dossier or previously submitted.

3. Function of the Referee.

The Referee, in reviewing the case, shall consider the Collective Bargaining Agreement and the Promotion Guidelines for the year in question as well as the application dossier and the additional materials submitted by the Applicant. The Referee shall not conduct a formal hearing but may have discretion to interview the Applicant and any person who had an official role in the evaluation process.

The Referee's report shall respond to the following question:

"Has there been a significant violation of the particular provision of the Collective Bargaining Agreement or Promotion Guidelines as alleged, and if so, is there a reasonable probability that the violation of procedure contributed in a material way to the negative decision?"

The Referee shall not otherwise add to, subtract from, disregard, alter, or modify any of the terms of the Agreement or the Guidelines. The Referee's report must be consistent with the terms of the Agreement and the Guidelines. The Referee shall consider each case according to its own circumstances, without comparison or contrast with any other case.

K. CONFIDENTIALITY OF PROCEEDINGS

The integrity and confidential nature of the promotion evaluation process shall be maintained. Other than for the personal examination of the dossier, meetings as provided for in this Article, and the submission of materials as provided for in this Article, the Applicant shall not otherwise attempt to influence or communicate with persons engaged in the evaluation and review process.

L. CONCLUSION OF PROCESS

A principal purpose of the promotion evaluation process set forth in this Article is to provide the Applicant with a final decision reached in a careful yet expeditious manner. Such decisions and the provisions of this Article shall not be subject to the formal grievance procedure.