



June 5, 2015

**MEMORANDUM**

TO: Denise Konan, Dean  
College of Social Sciences

FROM: Reed Dasenbrock   
Vice Chancellor  
for Academic Affairs

SUBJECT: Approved Department Personnel Committee Policies and Procedures for  
Faculty Tenure and Promotion

Enclosed please find approved procedures for the Department of Political Science, College of Social Sciences.

Please note that all faculty who will be submitting applications for tenure and/or promotion this fall should be given the option to use this document or the one in effect for the prior year.

If you have any questions, please call or email Beverly McCreary (64571 or [bmccrear@hawaii.edu](mailto:bmccrear@hawaii.edu)).

Enclosure

c: Assistant Vice Chancellor McCreary

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APPROVED  
James D Kindash 05/02/15  
UHPA Date

APPROVED  
 5/2/15  
Manoa Chancellor's Office Date

## Procedures for Faculty Tenure and Promotion

(adopted December 15, 1995; revised August 25, 2011; Revised March 2012, Vote: 15-1; Revised September 2012, Vote 17-0; Revised February 2014, Vote 11-0; Revised January 30, 2015 Vote 14-0)

### 1. Guiding Presumptions for the Tenure And Promotion Process

The Departmental Personnel Committee (DPC) will undertake a fair assessment of the candidate's strengths and weaknesses in relation to the criteria established by the University and the College. The Department encourages the maximum participation of all members of its community in decision-making, consistent with the norms of fairness, maintaining community, and adherence to external requirements.

### 2. Categories for Evaluation

The current Agreement between the faculty union (University of Hawai'i Professional Assembly--"UHPA") and the Board of Regents of the University of Hawai'i (a document which is variously called "The Agreement" or "The Contract") describes the tenure process in Article XII and the promotion process in Article XIV. The current "College Focus" document elaborates on it on pages 7 and 8. The Vice Chancellor for Academic Affairs (VCAA) annually submits to the Deans and Directors, and they to the Department Chairs for their use and for submission independently by the DPC's, "Criteria and Guidelines for Faculty Tenure/Promotion Application" and other information used to determine the timing of the Department's tenure and promotion procedures.

The Department Chair (DC) shall give a copy of each of these documents, and this statement of "Procedures for Tenure and Promotion" of the Department of Political Science to each newly-hired faculty member and discuss them with the new faculty member as soon as possible after s/he is hired. The Chair shall also, in a timely manner, give to and discuss with each candidate any new or amended documents which probationary faculty need in order to prepare themselves for the tenure and promotion process.

"Article XII, "Tenure and Service," paragraph "Tenure Evaluation Procedures," subparagraph 2 "Procedures for Evaluating Tenure Applications," of the 2009-2015 Agreement states in part:

- 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.

Prior to the DPC review, Departments, Department Chairs, TPRCs, or UH administrators shall not accept unsolicited information for inclusion in a tenure dossier without providing the information to the candidate and then giving the candidate the opportunity to provide a written response. Once the DPC has begun its review, no unsolicited information will be included in the dossier. This does not

apply to solicited external reviewers, including those agreed upon by the applicant, per the DPC procedures.

- 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.

Each candidate is to be evaluated only on the professionally-relevant categories mentioned in the criteria. When more than one faculty member is being assessed by the DPC, the candidates shall not be compared to one another.

### **3. Information Used by the DPC in the Assessment**

The Chair of the Department, though informed by the DPC report, is not a member of the DPC and engages in, and reports to the Dean, an assessment of probationary faculty independently of the DPC.

Each candidate shall assemble and give to the DPC a file of appropriate information, which includes a narrative addressing teaching, research, and service goals.

Teaching evaluations from the classes taught, based on a common departmentally approved instrument, administered independently of the candidate by the Department, shall also be placed in the member's DPC file. A narrative summary of evaluations from all classes taught may also be included.

The DPC, independently of the candidate, shall elicit supplemental information by requesting via an email to the Department listserv that *written* submittals on teaching, scholarship, and professional, university, departmental and community service from faculty and students. The DPC should make an effort to secure letters from those within the candidate's field of specialization, but letters from all Faculty can be submitted. The candidate may also provide individuals to contact. Only signed letters will be accepted, and every effort to maintain the confidentiality of the author will be made throughout the review process. These letters are in addition to those of outside reviewers, which shall be solicited in accordance with established university procedures.

A request for student comments will be distributed by the DPC to all graduate and undergraduate students via email.

When requesting letters, the DPC should make it clear that it is asking letter writers to assess the strengths and weaknesses of, and continuing need for, the candidate in terms of her/his teaching, scholarship, Department participation, professional and community service,

meeting the curricular needs of the Department and University, and other elements included in the relevant criteria.

The DPC is not a venue for the filing of formal complaints. If the DPC were to receive something that seems to be a formal complaint, the chair of the DPC will immediately contact the appropriate administrator or counselor (Department Chair, Dean, Student Advocate, and the like) for evaluation and resolution of the matter.

Whenever the committee receives negative information about the candidate, the committee should evaluate the information as to its accuracy.

#### **4. Composition of the DPC**

The DPC will be composed of five tenured faculty members selected via a random unbiased process from all Department tenured faculty members of the rank to which the applicant is applying or higher. Prior to the actual selection, each of the candidates being reviewed may exclude one name from the pool of potential DPC members. This request will be kept confidential by the DC. The five tenured faculty members shall be chosen from a box containing the names of all departmental tenured faculty members of the rank to which the applicant is applying or higher, excepting any otherwise eligible tenured faculty members who have been excluded by the candidate(s) under review. The names of all eligible tenured faculty members who have previously served on a DPC shall also be included. The names of all eligible faculty will be put in the box by the DC and shall be pulled blindly from the box by the DC at a faculty meeting. No active member of the tenured faculty above the rank of the candidate being evaluated has the right to refuse to participate in the selection process or to refuse to serve on the DPC, if selected.

#### **5. Procedures of the DPC**

The Chair of the DPC is a tenured faculty member elected by DPC members. Each member of the DPC shall receive a copy of this document, and all of the other documents mentioned above. The meetings of the DPC shall be closed and all information and discussions kept in confidence.

The DPC will have the option of meeting with tenured faculty members above the rank of the candidate in order to solicit information about the candidate and obtain a sense of an interactive faculty evaluation.

The DPC will strive to arrive at a consensual appraisal of the candidate's professional progress. In the absence of consensus, the decision will be determined by a majority vote by secret ballot.

#### **6. The Norm of Confidentiality**

All DPC members will adhere to strict confidence of information sources. Unsigned letters and "secondhand" information are not legitimate inputs into the DPC assessment process and will not be accepted or considered.

## **7. The Right of Candidates to Respond to the Committee's Assessment**

During the initial deliberation stage, candidates shall have an opportunity to respond to critical information that the Committee might receive.

The candidate shall have a chance to review and comment on the DPC's draft report.

The candidate may, at his or her discretion, choose to bring the report before a meeting of the tenured faculty members above the rank of the candidate for further discussion. The DC is not included in this meeting because he/she must provide an independent assessment.

## **8. Reporting the Committee's Assessment**

The Committee's final report will be submitted to the Department Chair, who will show both the Chair's and the DPC's assessment to the candidate before transmitting all of this to the Dean for the Dean's subsequent assessment and decision.

The Committee shall inform the Department that the procedures have been completed and that the report is available in the Departmental Office to be inspected by all tenured faculty members above the rank of the candidate being considered.

## **9. Timeline for submission of materials to the department**

- a. In May, before the end of duty during the academic year prior to the promotion or tenure decision, the Chair will send out an email asking for colleagues to declare their intention to seek tenure and/or promotion. To indicate an intention to go up for review, the candidate will submit a list of 6 external reviewers. The DC will also identify a list of at least 6 external reviewers. Every effort will be made to select a final list with a balance between the candidate's reviewers and the DC's reviewers. Candidates are encouraged to declare their intention to seek tenure and/or promotion in May; however, they may declare their intention as late as the last week of August (in accordance with the university determined deadline).
- b. Also in May, the DPC will be selected for the following year and will follow the procedures for identifying additional external reviewers.
- c. During the summer, the DC will begin contacting external reviewers in order to secure a commitment to review the file beginning in August. External reviewers will be chosen from a list created by the DPC and a list chosen by the candidates. It should exclude individuals having a personal or professional relationship with the applicant that would reduce objectivity
- d. After duty has been resumed in August, candidates will submit their published material for review. (Candidates have the right to have their full dossier forwarded to external reviewers for consideration but this is up to the candidate. The department cannot request the dossier in its entirety be submitted until the first week in October (in accordance with the official date determined by the university.)
- e. Materials will be sent to the external reviewers in August or early September with a notification that additional materials may be submitted at a later date.

- f. In October, the remainder of the dossier will be sent to the external reviewers, the External Reviews are returned and the evaluation begins following departmental procedures.