

## **APPENDIX A-1 a**

# **UNIVERSITY OF HAWAI'I - WEST OAHU MINIMUM PERFORMANCE REQUIREMENTS FOR PROMOTION AND TENURE (For Instructional Faculty) (As approved on October 10, 2002)**

## APPENDIX A-1

### UNIVERSITY OF HAWAII - WEST O'AHU MINIMUM PERFORMANCE REQUIREMENTS FOR PROMOTION AND TENURE (For Instructional Faculty)

The guidelines and criteria set forth in this document are intended for two purposes: (1) to provide guidelines for meeting performance criteria for Promotion and Tenure reviews, and (2) to establish minimum levels of performance expected in teaching, scholarship, and service.

#### General Policy Statement

Achievement of minimum levels of performance in each of the following three areas is needed to meet Tenure and/or Promotion Requirements, for all UHWO faculty members:

- (1) Teaching and Instruction
- (2) Scholarly Activity, Research, and Creative Endeavors
- (3) Service and Administration

Since UHWO is an institution that places primary emphasis on teaching excellence, the following are recommended approximate weightings for these three areas:

- 60 - 70 % for Teaching and Instruction
- 20 - 30 % for Scholarly Activity, Research, and Creative Endeavors
- 10 - 20 % for Service.

It is expected that each faculty member will meet at least the minimums in all areas; however, faculty members who meet **only** the minimums may not be granted tenure or promotion. The quality of a faculty member's contributions must also be considered. Judging the quality of contributions in teaching, research, and service will be left to the collective judgment of the evaluating committees and other reviewers.

Applicants must demonstrate excellent performance in **teaching**. Applicants should also demonstrate high quality performance in at least one of the two remaining areas, and competence in the other. For example, faculty members who choose to emphasize high quality **scholarship** must be able to provide evidence of high quality achievement in the form of published works, professional seminars, grants received, etc., over and above the minimums listed in section 2, below. On the other hand, faculty members who choose to emphasize **service** must be able to provide evidence of significantly stronger contributions in this area than are listed as the minimums in section 3, below.

**(1) Guidelines and Criteria for Teaching and Instruction.**

Tenure and Promotion from Assistant to Associate Professor requires items 1.01, 1.02 and 1.03, and at least one item from list "B". Promotion from Associate to Full Professorship requires items 1.01, 1.02 and 1.03, and at least one additional item from list "B".

**"A" List:**

- 1.01 Student course evaluations for the last two academic years must show excellent teaching performance, as indicated by such appropriate measures as excellent student evaluations, excellence of student comments, or other relevant comparisons.
- 1.02 One or more peer evaluations for courses within the last academic year must show a high degree of teaching excellence.
- 1.03 Documentation of rigorous student performance standards and appropriate assessment procedures, such as course syllabi, exams, and/or examples of student work.

**"B" List:**

- 1.04 Measured quality improvement in an area of instruction.
- 1.05 Creation of a teaching innovation (such as videos, slide presentations, on-line applications, computer simulations, etc.) or other measured quality improvement in an area of instruction.
- 1.06 Documentation of innovation to improve course outcomes, including those resulting from attendance at conferences or teaching workshops.
- 1.07 Instruction of writing-intensive courses (WI).
- 1.08 Awards or other recognition for Teaching Excellence.
- 1.09 Development of a new course.
- 1.10 Developing or converting courses for alternative formats, e.g. HITS, on-line, learning communities, etc.)
- 1.11 Grants received (e.g. Educational Improvement Fund Grants) for teaching innovation.
- 1.12 Advisor to students enrolled in discipline-specific directed readings or independent study projects.
- 1.13 Guest presentations in academic classes, workshops on teaching-related activities, etc.
- 1.14 Production of teaching products (lectures, on-line materials, etc.) that are distributed beyond the original classroom.
- 1.15 Service as advisor to discipline-specific student organization.

**(2) Guidelines and Criteria for Scholarly Activity, Research, and Creative Endeavors.**

Tenure and Promotion from Assistant to Associate Professor require a minimum of two items, with at least one from list "A". Promotion from Associate to Full Professor, requires two additional items, at least one from list "A". Three or more contributions from the "B" list, of

unusually high quality, may be considered as a substitute for the requirement for activities from the "A" list, at the request of the applicant.

To be relevant, each of these activities must be shared with a larger community. The community may be local, state, national, and/or international: (a) Academic groups, (b) Professional groups, (c) Collegial groups, and/or (d) Registered community service groups.

**"A" list:** (Note: All items on the "A" list require external review or evaluation.)

- 2.01 Author of a published book or equivalent, based on original research or creative activity.
- 2.02 Author of a published textbook.
- 2.03 Published video, feature film, computer simulation, or equivalent.
- 2.04 Major art exhibit, reading, or equivalent performance.
- 2.05 Short story, poetry, or play published in a book or journal.
- 2.06 Article published in a refereed journal (traditional or on-line.)
- 2.07 Chapter published in a refereed book.
- 2.08 Author of the published proceedings of a professional conference.
- 2.09 Grants received (including post-doctoral fellowships).

**"B" List:**

- 2.10 Published study guide.
- 2.11 Conference presenter, panel or seminar participant, or workshop convener/planner.
- 2.12 Article, short story, poetry, or play published in a non-refereed journal, magazine, or newspaper.
- 2.13 Chapter published in a non-refereed book
- 2.14 Book or database review published in a book or journal.
- 2.15 Technical report based on original research or creative activity.
- 2.16 Editor or member of the editorial board for a book or journal.
- 2.17 Merit or achievement awards from professional societies in recognition of scholarly activity, research, or creative endeavors
- 2.18 Grant proposals for research or creative activities, articles, book chapters, short stories, poetry, or plays submitted for review, or other evidence of scholarly effort.

### **(3) Guidelines and Criteria for Service.**

Service includes contributions to: (A) our institution, (B) the university system and affiliates, (C) professional associations, (D) neighborhood, city, county, and/or state communities, and (E) national and international organizations.

Tenure and Promotion from Assistant to Associate Professor require at least two items every year, with at least one from the "A" list, service to UHWO. Promotion from Associate to Full Professorship requires two additional items, at least one from the "A" list.

### **"A" List: Service to the University of Hawai'i - West O'ahu**

- 3.01 Service as advisor to a student club or organization.
- 3.02 Participation in standing committees, search committees, ad hoc committees or special projects.
- 3.03 Chairing a committee or special project.
- 3.04 Service as Faculty Senate Chair or Vice Chair
- 3.05 Liaison or adjunct to other programs or organizations
- 3.06 Organizer, convener, presenter, or panelist for a workshop or event at UHWO.
- 3.07 Service as academic and/or career advisor to UHWO students.
- 3.08 Participation in personnel committees, e.g. contract renewal, tenure and promotion of UHWO faculty.
- 3.09 Service as faculty development consultant, who conducts instructional peer evaluations or other services for other faculty.
- 3.10 Service as faculty mentor who provides institutional information and advising services to new faculty.
- 3.11 Participation in the selection and evaluation of adjunct faculty and lecturers.
- 3.12 Other consulting services to UHWO.

### **"B" List: Service to the UH system**

- 3.13 Participation in standing committees, search committees, ad hoc committees or special projects.
- 3.14 Chairing a committee or special project.
- 3.15 Organizer, convener, presenter, or panelist for a workshop or event another campus.
- 3.16 Service as academic and/or career advisor to students at another campus.
- 3.17 Participation in personnel committees, tenure and promotion of faculty on another campus.

### **"C" List: Service to Professional Associations**

- 3.18 Officer or board member
- 3.19 Participation in standing or ad hoc committees or special projects.
- 3.20 Chairing a committee or special project.
- 3.21 Liaison or adjunct to other programs or organizations
- 3.22 Special presentation or workshop for members
- 3.23 Planning conferences, seminars, and workshops.
- 3.24 Editorial work for a journal or publisher.
- 3.25 Production of association research reports
- 3.26 Consulting to the professional association.

### **"D" List: Service to Neighborhood, City, county, or State Communities**

- 3.27 Television or public presentation.
- 3.28 Participation in panel discussion

- 3.29 Interview for a media feature
- 3.30 Officer or board member of a registered service organization
- 3.31 Participation in standing committees, ad hoc committees, or special project.
- 3.32 Chairing a committee or special project.
- 3.33 Liaison or adjunct to other programs or organizations
- 3.34 Planning community events.
- 3.35 Editorial work for a community publication
- 3.36 Author of newsletter articles, newspaper, columns, or magazine.
- 3.37 Serving on advisory boards or equivalents, for community associations.
- 3.38 Uncompensated consulting to the community or to government agencies, in area of expertise
- 3.39 Providing expert testimony at legislative and public hearings, or meetings while serving as a representative of the university in area of expertise.
- 3.40 Providing service to volunteer organizations in area of expertise.

**“E” List: Service to National and International Service Organizations.**

- 3.41 Officer or board member
- 3.42 Participation in standing or ad hoc committees.
- 3.43 Chairing a committee or special project.
- 3.44 Liaison or adjunct to other programs or organizations
- 3.45 Special presentation or workshop for members
- 3.46 Planning conferences, seminars, and workshops.
- 3.47 Editorial work for a journal or publisher.
- 3.48 Production of association research reports
- 3.49 Consulting to the professional association.
- 3.50 Convener, presenter, or panelist for workshop or event.
- 3.51 Editorial work for a publication.
- 3.52 Author of newsletter articles, columns or magazine sections.

**4): Guidelines and Criteria for Administrative Activities**

- 4.01 Functioning as Division Chair or Program Director
- 4.02 Conducting Curriculum Reports, Institutional research reports, or accreditation reports for UHWO, or the UH system or affiliates.
- 4.03 Administering, supervising, and/or coordinating programs or services.
- 4.04 Development, interpretation, revision and implementation of policies and procedures governing a program/activity.
- 4.05 Planning, ordering, and securing resources for use in support of programs/services.
- 4.06 Performing general administration (writing correspondence, keeping records, preparing budgets, etc.)
- 4.07 Identifying and assessing student or client group needs in a systematic manner and responding appropriately in program planning and management.
- 4.08 Program planning, development, decision-making and implementation, including securing extramural funds as necessary and appropriate.

- 4.09 Program monitoring and evaluation for ensuring that the original stated need is met and that needs have not changed.
- 4.10 Making arrangements for, coordinating and/or supervising participation in activities, programs.
- 4.11 Developing or improving program techniques, procedures and materials.

### **Preparing the Promotion and Tenure Application**

**Documentation:** The professional accomplishments included in a promotion or tenure application should be accompanied by sufficient documentation or descriptive materials to enable reviewers to make a fair assessment of the information provided. The organization of these materials is outlined in the "Faculty Promotion Application Form" and the "Faculty Tenure Application Form", available from the Chancellor.

**Teaching:** A faculty member should interpret the meaning of ratings and comments included in student evaluations of teaching summaries, submitted with the application. Identifying strengths, trends in performance over time, significance of peer reviews, and similar interpretations of other accomplishments will be helpful to reviewers.

**Research and Scholarship:** The list of accomplishments should be supported with reprints or other documentation that indicate the level of one's accomplishments in the research and scholarship area.

**Service:** Descriptions of the faculty member's role as a member of a committee or work group should be included, along with the outcomes or products of these efforts, such as reports, policies, recommendations, recommended actions, or other evidences resulting from committee membership.

**Quality:** Judging the quality of claims made in promotion and tenure documents is often very difficult; however, the inclusion of items such as letters of commendation, formal reviews of one's work, and other indicators of quality will make the reviewers' task much easier and more accurate.

APPROVED BY:

UHWO Faculty Senate Resolution #2002-05, October 6, 2002.  
Chancellor William A. Pearman, October 10, 2002.