

## **APPENDIX A-1 b**

**UNIVERSITY OF HAWAI'I - WEST O'AHU  
MINIMUM PERFORMANCE REQUIREMENTS FOR  
PROMOTION AND TENURE  
(For Instructional Faculty)  
(As approved on November 15, 2011)**

Effective for faculty with an initial start date after 7/15/2012

## 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.

The applicant must state the weighting for each area. The applicant must include all three areas and the sum of the weights must equal 100%.

If the applicant fails to indicate the weighting of the application components, the application will be reviewed based on the following weights:

70% for Teaching and Instruction  
20% for Scholarly Activity, Research, and Creative Endeavors  
10% for Service

**Applicants must achieve the minimum criteria in all areas; however, applicants who meet *only* the minimums may not be granted tenure or promotion.** The quality of a faculty member's contributions must 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. The applicant must state in which area high quality performance is demonstrated. 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 peer-reviewed scholarly or creative work, 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.

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

It is solely the applicant's responsibility to describe his/her achievement of the required performance criteria *and* provide documentation of those achievements. The applicant must prepare the application with the understanding that committee members may or may not be from the applicant's area of expertise. Therefore, the applicant must explain the norms of his/her discipline. This explanation is particularly important with respect to research. For each item in the application for tenure and/or promotion, the applicant must justify its significance.

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

**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. Therefore, the inclusion of items such as letters of commendation from peers within the applicant's discipline, formal reviews of one's work, and other indicators of quality will make the reviewers' task much easier and more accurate.

## **(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 three items from list "B" or list "C" since start date at UHWO. Promotion from Associate to Full Professorship requires items 1.01, 1.02 and 1.03 since being promoted to Associate Professor or since start date at UHWO, and at least three additional items from list "B" or list "C". Items in List "B" have greater weight than items in List "C".

### **"A" List:**

- 1.01 Provide documentation of rigorous student performance standards and appropriate assessment procedures within the last two academic years, such as course syllabi, exams, and/or examples of student work.
- 1.02 Submit two or more peer evaluations for courses within the last two academic years. Evaluations must reflect teaching excellence.
- 1.03 Submit all student course evaluations for the last two academic years. Applicant must show excellent teaching performance with appropriate documentation, such as student evaluations, student comments, or other relevant comparisons.

### **"B" List (All items carry equal weight):**

- 1.04 Measured quality improvement in an area of instruction.
- 1.05 Creation of substantive teaching innovations used throughout a course (such as video, 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 a writing-intensive course (WI.)
- 1.08 Development of a new course.
- 1.09 Developing or converting courses for alternative formats, e.g. HITS, on-line, learning communities, etc.)
- 1.10 Instruction of discipline-specific directed readings or independent study projects.

### **"C" List (All items carry equal weight) :**

- 1.11 Awards or other recognition for Teaching Excellence.
- 1.12 Grants awarded (e.g. Educational Improvement Fund Grants) for teaching innovation.
- 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 Advisor for a discipline-specific student organization.
- 1.16 Participation in student orientation events.
- 1.17 Supervise student study abroad program.

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

Tenure and Promotion from Assistant to Associate Professor require a minimum of three items since start date at UHWO, with **at least one from list "A"**. Promotion from Associate to Full Professor requires four additional items since being promoted to Associate or since start date at UHWO, with at least two from list "A". (Note: Items in List "B" carry greater weight than items in List "C.")

To be relevant, each of these activities must be shared with a larger community (local, state, national, and/or international: (a) academic groups, (b) professional groups, (c) collegial groups, and/or (d) registered community service groups.)

Research, scholarly activity and creative activity mean that the applicant is engaged in the ongoing dialogue between peers that leads to the further development and enrichment of the candidate's respective field.

Items included in List "A" are scholarly and creative items where acceptance is based on the referee process. The referee process is a blind, peer-review of the work. A blind review is one in which the author or creator is not known by the reviewer. Peer-review indicates that the journal or other media has a structured reviewing process to evaluate the scholarly or creative work and advise the editor as to acceptance or rejection of the work. Reviewers of the work are recognized experts in the field.

### **List "A":**

General Guidelines for List "A" items:

1. All items on the "A" list must be blind, peer-reviewed (i.e. refereed) items prior to acceptance.
2. All items must be based on the applicant's original scholarly or creative work.
3. Applicant must document and justify that the item meets or exceeds the criteria of a List "A" item.
4. Sole-authored work is one item. Works with multiple authors are weighted based on the applicant's contribution and/or the discipline norms.
5. All items carry equal weight.

2.01 Article published in a refereed journal (traditional or on-line.)

2.02 Author of a published textbook based on applicant's original work.

2.03 Produced, directed or written feature film, computer simulation, or equivalent.

2.04 Major art exhibit, reading, or equivalent creative work or performance.

2.05 Short story, poetry, or play published in a book or journal.

2.06 Author of a published book or equivalent, based on original research or creative activity.

2.07 Chapter published in a refereed book.

**"B" List** (All items carry equal weight):

- 2.08 Presentation at a refereed conference.
- 2.09 Editor of collected works published by an academic press.
- 2.10 Technical report based on original research or creative activity.
- 2.11 Author of the published proceedings of a professional, refereed conference. (Note an item may not be included both as item 2.08 and item 2.11.)
- 2.12 Keynote or lecture series speaker.
- 2.13 Book review or database review published in a refereed book or refereed journal.
- 2.14 Editor of a scholarly book or refereed journal.

**"C" List** (All items carry equal weight):

- 2.15 Published study guide.
- 2.16 Article, short story, poetry, or play published in a non-refereed journal, magazine, or newspaper.
- 2.17 Chapter published in a non-refereed book
- 2.18 Book or database review published in a non-refereed book or non-refereed journal.
- 2.19 Editorial board member for a scholarly book or journal.
- 2.20 Merit or achievement awards from professional societies in recognition of scholarly activity, research, or creative endeavors.

**ADDITIONAL GUIDELINES:**

1. Grants are recognized as scholarly, research, creative endeavors. Due to the varying nature of grants, the **applicant** must describe the grant and indicate why the grant should be included in List "A" or List "B" or List "C." In justifying the quality of the grant activity (i.e., which list), the applicant should address the source of funds, application process, review/acceptance process, purpose/requirements of the grant, required grant deliverables, indication of guaranteed or required publication under the grant, the dollar amount of the grant, and any other relevant facts that justify the quality of the grant.
2. The applicant may request that an item be given greater weight or treated as a List "A" item. The applicant must justify why this exception is warranted.

**(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, (E) national and international organizations, and (F) administrative activities.

Tenure and Promotion from Assistant to Associate Professor requires at least two items every year since start date at UHWO, with at least one from the "A" list, service to UHWO. Promotion from Associate to Full Professorship requires at least three items every year since promotion to Associate or since start date at UHWO, with at least one item per year from the "A" list.

**"A" List** (All items carry equal weight): **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 Faculty Senate, 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 or Division Chair or Program Director.
- 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 (All items carry equal weight): 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 held at another campus.
- 3.16 Service as academic and/or career advisor to students from another campus.
- 3.17 Participation in personnel committees, tenure and promotion of faculty on another campus.

**"C" List (All items carry equal weight): 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 (All items carry equal weight): 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 (All items carry equal weight): 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.

**"F" List (All items carry equal weight): Administrative Activities**

- 3.53 Conducting Curriculum Reports, Institutional research reports, or accreditation reports for UHWO, or the UH system or affiliates.
- 3.54 Administering, supervising, and/or coordinating programs or services.
- 3.55 Development, interpretation, revision and implementation of policies and procedures governing a program/activity.
- 3.56 Planning, ordering, and securing resources for use in support of programs/services.
- 3.57 Performing general administration (writing correspondence, keeping records, preparing budgets, etc.) for the benefit of UHWO.
- 3.58 Identifying and assessing student or client group needs in a systematic manner and responding appropriately in program planning and management.
- 3.59 Program planning, development, decision-making and implementation, including securing extramural funds as necessary and appropriate.
- 3.60 Program monitoring and evaluation for ensuring that the original stated need is met and that needs have not changed.
- 3.61 Making arrangements for, coordinating and/or supervising participation in activities, programs.
- 3.62 Developing or improving program techniques, procedures and materials.

**NOTE**

APPROVED BY:

UHWO Faculty Senate Resolution #2011-7

Approved by UH-West O'ahu, Chancellor Gene I. Awakuni, November 15, 2011.