UNIVERSITY OF HAWAI’I COMMUNITY COLLEGES
PROCEDURES FOR EVALUATION OF FACULTY

April 1990 (Revised)

Board of Regents Policy Section 9-15 establishes guidelines for periodic evaluation of faculty. These guidelines state that procedures for review of faculty must (1) provide safeguards for academic freedom, (2) provide for participation of faculty peers in the review process, (3) provide for the evaluation of every faculty member at least once every five years, and that they may (4) provide for exempting faculty who have undergone a review for reappointment, tenure, or promotion, or who have received a merit salary increase during the five-year period. The policy further calls for the development of procedures for such review that incorporate these principles.

Preamble

Evaluation can be a positive force when used to encourage Community College faculty members to continue their professional growth and thereby improve the delivery of their professional services. To this end, institutional resources must be committed to incentive programs which support faculty development in the areas of teaching and service. Resources should also be made available to encourage appropriate forms of community college based research.

Evaluation of faculty must not undermine the concepts of academic freedom and tenure, which are essential to the University. There is a presumption of competence on the part of each tenured faculty member. Thus the evaluation process must operate independently of an individual faculty member's tenured status.

The review undertaken within the evaluation process must reflect the nature of the individual’s field of expertise and must conform to fair and reasonable expectations as recognized by faculty peers in each Division or Discipline. The review will not be conducted in an arbitrary or capricious manner and will be in accordance with agreed upon procedures.

The purpose of the self-assessment and review of faculty is to improve the overall instruction of and/or service to students and the service to the community by the faculty, and to increase awareness among students and in the community of the resources available to them within the Community College faculty.

Procedures

1. The Community College Classification Guideline give general statements of the duties and responsibilities, as well as, the minimum qualification for each class and range of faculty. The faculty of each Division* are encouraged to develop statements more specific to their own units which make clear the reasonable professional expectation of faculty, provided the these do not exceed the expectations used for granting tenure or promotion. These expectations, whether those contained in the Community College Classification Guidelines or those specific to a given Division, should be brought to the attention of all faculty members in the Division and new members when they join the Division.
2. Faculty members are in a unique position to know the full range of their professional activities. To assure that the self-assessment and review fairly and accurately reflect a faculty member's performance, each faculty member should keep on file an up-to-date curriculum vitae, resume', or other "academic profile" appropriate to her/his field of endeavor, which includes information as appropriate on their teaching, service, or other professional activities, including research where appropriate. These documents may serve as the basis for the self-assessment and review, or the faculty member may choose to use the form provided through the Office of the Chancellor for community Colleges. This should be considered part of the routine collection of information for use by the Community Colleges.

3. Before the close of each academic year, the Division Chair, in consultation with the Provost, will determine the list of faculty members whose work has not been reviewed for contract renewal, promotion, tenure, or receipt of a merit salary increase during the preceding five years, and who are therefore due to have their professional activities reviewed during the coming academic year. By May 1 the Division Chair will notify each faculty member on the list, and will solicit from the faculty member any information beyond that on file (concerning, for example, work in progress or activities scheduled for the year) which the faculty member wishes brought to the attention of those reviewing her/his professional activities. All such information should be in the Division Chair's Office by September 15 of the academic year in which the review is to be conducted.

4. In the case of faculty members providing instruction at more than one campus, the review will be confined to the home campus of the faculty member.

5. Each year at least 20% of the eligible faculty will be evaluated in order of length of time since their last evaluation with faculty not being evaluated for the longest period of time being evaluated first. Faculty members wishing to complete a self-assessment may do so prior to their scheduled review period. Such an assessment and review will meet the requirements that a faculty member be evaluated every five years.

6. Faculty who will be retiring within two years of their scheduled evaluation date shall be permitted to defer their evaluation for up to two (2) years provided that they submit a letter to the Provost, indicating their intention to retire.

7. The Division Chair will review the record made available for each faculty member scheduled for evaluation.**

8. When the Division Chair determines that the professional activities of a faculty member being evaluated meet reasonable expectations as recognized by the faculty of the Division, she/he will so inform the faculty member and the appropriate Dean's supervisor (e.g. Dean of Instruction).

9. When the Division Chair determines that the professional activities of a faculty member being evaluated do not meet reasonable expectations as recognized by the faculty of the Division, the Division Chair will confer with the faculty member to develop a mutually agreeable plan for meeting divisional expectations. The Dean of Instruction or Dean of Student Services (as appropriate) will be informed of the plan that has been agreed upon. (See FACULTY DEVELOPMENT PROGRAM below.)
10. Where such a plan cannot be agreed upon, or where the faculty member does not concur with the determination of the Division Chair, the Dean of Instruction or Dean of Student Services (as appropriate) will be informed and will attempt to mediate the matter and arrive at a plan or a revised determination that can be agreed upon by the three parties: the faculty member, the Division Chair, and the Dean of Instruction or Dean of Student Services.

11. Where there remains disagreement as to whether the professional activities of the faculty member meet reasonable expectations as recognized by the faculty of the Division, the question will be referred to the Provost of the College. The Provost will convene a Campus Faculty Review Committee, the members of which will be three in number and appointed as follows: the Provost shall appoint one (1) member (who also shall chair the Committee); the faculty member shall appoint one member, and the President of University of Hawaii Professional Assembly (UHPA) shall appoint one member. The Committee will review the question, meet with the faculty member and appropriate administrators, and render the final decision. The decision shall be submitted to the Provost and the faculty member within thirty (30) days after the date on which the Committee convened.

In those cases where the Committee decides that the faculty member is in fact meeting reasonable expectations as recognized by the faculty of the Division, this decision will be reported to the three parties, and the review will be considered to have been completed. In those cases where the Committee decides that the faculty member is not meeting reasonable expectations, the decision will be reported to the three parties, who will attempt to arrive at a plan for meeting expectations that they can agree upon.

Community College Staff Development Program

It is recognized that the plans developed by faculty members in consultation with the Chair of the Division, the Dean of Instruction or the Dean of Student Services may call for a variety of activities that require special resources, e.g., leaves of various types, attendance at special workshops or institutes, assistance in the preparation of grant applications, availability of computer hardware or software or training in the use of the same, or special assistance in new approaches to teaching. A successful plan will require both initiative on the part of the faculty member and the assurance that every effort is made to provide the necessary support out of available University resources.

Supervision of faculty evaluation will be in the Office of the Provost of each campus. The Office of the Chancellor for Community Colleges will provide staff support to the Community College Staff Development Committee.

Oversight and Continuing Education

To monitor these evaluation procedures and their implementation, and to furnish continuing direction and guidance, representatives from the University Administration and from the leadership of UHPA shall meet at least once each year, or at the call of either party.

Notes:
The terms "Division" and "Department" apply to similar titles and function in the various Community Colleges where size and organization may determine the application of other nomenclature.

When a Division Chair is herself/himself scheduled for review, the Division Personnel Committee will fill the role otherwise specified for the Division Chair in these procedures (with the chair of the Committee acting for a majority of the Committee).