

E9.203 EVALUATION OF BOARD OF REGENTS APPOINTEES

I. INTRODUCTION

This Executive Policy directs implementation of Section 9-15, Evaluation of Board of Regents Appointees, of the Board of Regents Bylaws and Policies. This policy provides for the systematic evaluation of the performance of the faculty and other professional staff of the University of Hawai'i and calls upon the appropriate administrative offices of the University to define the specific procedures for implementation.

II. OBJECTIVES

The objectives of this Executive Policy are to;

- (1) Provide a timetable for development of faculty evaluation procedures by the Chancellors in consultation with the faculty governance organization
- (2) Establish a timetable for development of systemwide procedures to be used in evaluating Administrative, Professional, and Technical (APT) employees.
- (3) Establish the starting date for the evaluation process
- (4) Specify the procedures to be used in evaluating faculty on those campuses which fail to develop approved procedures in accordance with the timetable contained in this policy.

III. POLICIES

- (1) Faculty review procedures will be developed by the Chancellors in consultation with appropriate faculty governance organizations as specified in Section 9-15b. of the Board of Regents Bylaws and Policies. These shall be submitted to the President for approval by November 19, 1981.
- (2) Procedures for review of Administrative, Professional and Technical (APT) employees will be developed for systemwide application by the Vice President for Administration in consultation with the Chancellors. These shall be submitted to the President for approval by November 19, 1981.

- (3) The initial evaluations conducted under this policy shall be carried out in academic year 1981-82.
- (4) For those campuses which do not have an approved faculty evaluation procedure, faculty will be evaluated using the procedures indicated below. These will continue in effect until such time as procedures developed in accordance with Section 9-15b. are approved for the campus.

IV. ADMINISTRATIVE PROCEDURES

- (1) These procedures are applicable to campuses which do not have procedures approved under Section 9-15b. of the Board of Regents Bylaws and Policies.
- (2) The Dean, Provost, or administrative head of each college or comparable organizational unit shall develop a schedule to evaluate all faculty who have not undergone review for promotion, tenure, contract review, or a similar in-depth review during the preceding five years. Faculty who have received a merit pay increase during this period shall also be exempted from this additional review. Beginning in academic year 1981-82, faculty whose time since the last such review exceeds five years will be phased into the schedule over a five-year period in order of length of time since last evaluation.
- (3) Each faculty member scheduled for review shall submit to the Department/Division Chairman (DC), or comparable program head:
 - a) All available student evaluations of courses taught during the preceding five years,
 - b) Citations to scholarly research published during the preceding five years,
 - c) Other major accomplishments and/or honors received related to the faculty members professional responsibilities during the preceding five years.

Accumulated copies of the "Annual Supplement to the Biobibliography" will satisfy the requirements of b. and c.

- (4) For instructional faculty, the DC will compile a list of all courses taught during the preceding five years, and the number of students enrolled in each course



- (5) Prior to making his or her assessment, the DC will poll the members of the Department/Division Personnel Committee (DPC) to determine whether or not the DPC wishes to participate in the review process.
- (6) If the DPC has elected to participate in the review process, the DC shall transmit the material to the DPC, which shall make a written assessment of the faculty member's strengths and weaknesses. The DPC will transmit this assessment, along with its recommendations) to the DC
- (7) The DC shall make his or her independent assessment and recommendations.
- (8) Either the DC or the DPC may solicit additional information, such as copies of published work and conduct further study, such as classroom visitation, as may be appropriate.
- (9) If there are specific weaknesses identified in the evaluation, the DPC and DC recommendations should address means of improving performance. The DC shall discuss these recommendations with the faculty member before transmitting them to the Dean or Provost.
- (10) As appropriate, the DC and DPC shall include recommendations for recognition and reward of superior performance.
- (11) The Dean or Provost shall consider the DPC and DC recommendations and, subsequent to an independent evaluation of the record, shall direct that appropriate measures be taken
- (12) After completion of the evaluation process, the Dean or Provost will notify the faculty member of its outcome and establish the date for the next evaluation, which shall be scheduled within the next five-year period.
- (13) If the faculty member believes that any action taken pursuant to this policy is unwarranted or inappropriate, he or she may appeal to the Chancellor or an official designated by the Chancellor to review the appeal, whose decision shall be final. Any allegation that such an action violates or denies a right granted under a collective bargaining agreement shall be considered in accordance with the grievance procedures contained in said agreement.