

APPROVED:

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DEPARTMENT OF ETHNIC STUDIES
GUIDELINES FOR TENURE, PROMOTION AND CONTRACT RENEWAL

Office of the Senior Vice President
Executive Vice Chancellor
Date 10-1-99

I. Procedures Governing the Department Personnel Committee (DPC):

1. The DPC shall consist of three tenured faculty appointed by the Department Chair for a one year term.
2. The DPC Chair shall be elected by the DPC members.
3. The DPC shall inform the candidate of all procedures and criteria for tenure, promotion, and contract renewal.
4. The candidate to be evaluated shall have the right to inspect, add material to, and discuss formally via a meeting with the DPC his/her file content.
5. The DPC shall interview the faculty being evaluated for the purpose of contract renewal.
6. The DPC shall collect individual letters of evaluation from colleagues and students who choose to write such letters.
7. The DPC Chair shall ascertain that candidate's dossier is properly completed, and shall, with the assistance of the Department Secretary, store the dossier in a secure location.
8. The DPC Chair shall arrange for DPC members to review candidate's Dossier while maintaining dossier security.
9. The DPC Chair shall be responsible for securing expeditiously additional information as needed or upon request by a DPC member.
10. Upon full and complete review of the candidate's dossier, and deliberation by the DPC, the final vote of the DPC shall be by secret ballot during a meeting of the full DPC.

II. Criteria for Tenure, Promotion and Contract Renewal

The Department of Ethnic Studies subscribes to the general criteria adopted by UH Manoa. All criteria are viewed in light of the Department's commitment to understanding multi-ethnic issues across the world with special attention to Hawaii. Candidates are evaluated in terms of their effectiveness in helping the Department meet that commitment.

Teaching. In its pursuit of teaching excellence the Department routinely evaluates all faculty on an annual basis. The basic measure by which teaching performance is evaluated is the student evaluation form. Colleagues, lab leaders, former and present students may also be consulted by the Personnel Committee. Activities such as creating and introducing new courses and revising old ones in a substantial manner as well as student advising or serving on thesis or dissertation committees are considered important to the pursuit of teaching excellence. The following sections are applied in evaluating teaching performance of candidates for retention, promotion and tenure:

- a. Excel in teaching the historical and contemporary experiences of multi-ethnic peoples across the world with special attention to Hawaii, interpreted through multiple disciplinary approaches and perspectives. These perspectives include those of grassroots and working class communities, in order to understand and appreciate each group's unique heritage and contribution to cultural diversity;
- b. Excel in providing a learning environment in which students can actively participate in the discovery of knowledge. Active learning provides students with community knowledge and experience and develops their skills of critical analysis that will enable them to make intelligent decisions on personal and social issues, and apply these skills when taking action to resolve those issues in the interest of the general community.

Teaching excellence is assessed through student evaluations and consultation with lab leaders and former and present students. In addition, awards for teaching excellence on the college and university levels are important indications of teaching performance.

Research and Publication. The Department of Ethnic Studies views research as important to teaching. Because of the Department's history and strong community orientation, the research that Ethnic Studies does must be broadly defined. It is understood that all research will be evaluated in a scholarly fashion.

The Department values equally publication in English and the native language(s) of the region where the faculty member is conducting research. Books, chapters in the books or articles in scholarly journals are important. Equally important is publishing books or journals in the capacity of editors or co-editors. In addition, consulting work on Oral History and other research projects, conference papers, articles in magazines and newspaper or in response to community needs are considered research contributions. Finally, video, film and slide show productions for scholarly and educational use in colleges and other schools or for the various communities that the Department of Ethnic Studies has traditionally served are important contributions to research. In these ways, the Department views research to be in the service of students and the larger community.

Peer review is essential to the evaluation of the quality of the research. Reviews of and responses to the products of research from community sectors are important in this regard as well. In this manner, the Department determines excellence of research conducted and published by candidates.

Service

- a. University Service. Candidates must participate in the life of the Department by serving on at least one of the standing committees. Candidates are also expected to participate in College of Social Sciences and University affairs.
- b. Community Service. The Department of Ethnic Studies is an articulation point on this campus between the academy and the larger community, especially the lower income people of various ethnic backgrounds with whom the Department has historic connections. Community service and involvement play uniquely important roles in Ethnic Studies. Candidates for tenure, promotion and contract renewal are expected to participate in the life of the community in order to maintain and develop those historic ties.

Participation includes serving on boards of community organizations; helping organize communities for advocacy purposes; providing research to help communities in their organizing and advocacy efforts; providing analysis of ethnic and class conflict occurring internationally in a way that contributes to the community's better understanding of global events. Candidates for tenure, promotion and contract renewal must demonstrate excellence in the service area.