

Revised 1-14-14

**DEPARTMENT OF ETHNIC STUDIES
PROCEDURES FOR TENURE, PROMOTION AND CONTRACT RENEWAL**

The procedures for tenure, promotion and contract renewal in the current University of Hawai'i Professional Assembly (UHPA) Contract are incorporated as the procedures for tenure, promotion and contract renewal of the Department of Ethnic Studies. The following are department procedures for their implementation.

I. Procedures Governing the Department Personnel Committee (DPC)

The Department Chair (DC) shall not participate in the deliberations of the DPC nor influence the DPC's written assessment. The DC shall make a separate and independent assessment and recommendation.

The DC shall inform the applicant of all procedures and criteria for contract renewal, promotion and tenure. The DC shall provide consultation to the applicant, if so requested. The applicant will submit to the DC, in writing, three to five names and addresses of respected scholars in related fields who are not at the University of Hawai'i and are at or above the rank being sought by the applicant. The DC in consultation with department faculty shall construct a separate list of three to five respected scholars in related fields not at the University of Hawai'i who are at or above the rank being sought by the applicant. The DC shall secure evaluations of the applicant from 2-3 external evaluators from each list. External reviewers shall not have been members of the applicant's dissertation committee.

Efforts should be made in the case of joint appointments to come up with a set of reasonable expectations that reflect the applicant's endeavors in both academic fields and units. Examples of these efforts may include a memorandum of understanding and creating a joint committee. With regard to external reviews, there should be a balance of letters from reviewers in both fields and a balance in the names the candidates suggests and those that the DC or CPC recommends.

I.1 Tenure and Promotion

I.1.1 The DPC for tenure and promotion shall consist of five (5) tenured faculty elected by the BU 07 faculty members in the Department for a one year term. For promotion, only faculty members of a rank equal or higher to the rank for which the applicant is applying may be a member of the DPC. If the Department has fewer than five (5) eligible tenured faculty members at the rank or higher for which the applicant is applying, then the BU 07 faculty members in the Department shall elect DPC members from UH Manoa tenured faculty members.

I.1.2 The DPC chair shall be elected by the DPC members.

I.1.3 The DC shall arrange for DPC members to review a candidate's dossier while maintaining dossier security.

I.1.4 The DPC chair shall be responsible for securing expeditiously additional information as needed or upon request by a DPC member. In accordance with the current UHPA contract, anonymous or unsolicited material shall not be made a part of any dossier.

I.1.5 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.

I.1.6 The DPC chair shall provide the DPC members and the applicant a report reflecting the committee's discussion and recommendation regarding tenure and promotion for the candidate.

I.1.7 The DPC shall present its recommendation in a meeting of all of the BU 07 faculty members in the Department for a vote by secret ballot of the tenured BU 07 faculty. The recommendation and results of the voting will be forwarded to the DC.

I.1.8 The applicant may provide a written response to the DPC report to the DC.

I.2 Contract Renewal

I.2.1 The DPC for contract review and renewal shall consist of three (3) tenured faculty elected by the BU 07 faculty members in the Department for a one year term.

I.2.2 The DPC chair shall be elected by the DPC members.

I.2.3 The DPC shall meet with the probationary faculty member to discuss the dossier provided by the faculty member; his/her strengths and weaknesses; and recommendations for improvement.

I.2.4 The DPC will discuss the strengths and weaknesses of the faculty member; make recommendations for improvement; and vote by secret ballot for renewal or non-renewal of the probationary faculty member's contract.

I.2.5 The DPC chair shall provide the DPC members and the applicant a report on the strengths and weaknesses of the faculty member; recommendations for improvement; and the recommendation of the DPC regarding renewal or non-renewal.

I.2.6 The DPC shall present its recommendation in a meeting of all the BU 07 faculty members in the Department for discussion and a vote by secret ballot of the tenured BU 07 faculty. The recommendation and results of the voting will be forwarded to the DC.

II. CRITERIA FOR TENURE AND PROMOTION

II.1 Preamble: Minimum qualifications for tenure, promotion and contract renewal as defined by the University of Hawai'i, Mānoa UHM apply in all cases. The Department's criteria are additional to the minimum qualifications of the University of Hawai'i, Mānoa.

All criteria are viewed in light of the Department's commitment to serve the needs of multi-ethnic communities in Hawai'i, the Pacific, the United States and beyond. Candidates are evaluated in terms of their effectiveness in helping the Department meet that commitment. Ethnic Studies is a multi-disciplinary field that continues to develop new theories, methodologies and approaches. Contributions to these new developments shall be considered important.

II.2 Teaching. There is a general expectation that the applicant shall have provided relevant, meaningful, challenging and effective classroom teaching; engaged students in service learning; and provided individual consultation and advising with undergraduate students. Faculty service on graduate committees is also recognized as a contribution to teaching. The department recognizes that there are differing pedagogical approaches. To assist the DPC in evaluating the applicant's accomplishments, in addition to the materials outlined in the UHM Criteria and Guidelines for Faculty Tenure and Promotion, the following materials shall be provided:

II.2.1. Summaries of the eCAFE survey, including qualitative open-ended responses, to show progress in effective teaching.

II.2.2. Copies of course syllabi that reflect teaching about the historical and contemporary experiences of peoples in Hawai'i, the Pacific, the U.S. and beyond, interpreted through multiple disciplinary approaches and perspectives, including that of grassroots, working class and marginalized communities.

II.2.3. Description of activities provided for students to learn the value of community knowledge and experience; develop skills of critical analysis to enable them to make intelligent decisions on social issues; and endeavor to take action to resolve those issues in the interest of the general community.

II.3 Research and Publication. Candidates for promotion and tenure must have demonstrated their commitment to engage in rigorous research that produces knowledge about historical, cultural, intellectual, ecological, political and economic issues and processes relevant to the lives and well-being of peoples in Hawai'i, the Pacific, the U.S. and beyond, including those who belong to grassroots, working-class and marginalized communities. The Ethnic Studies Department encourages innovative and engaged scholarship that brings together theory and practice in the service of our society.

The UHM Criteria and Guidelines for Faculty Tenure/Promotion provide a list of relevant forms of publication. The quality of publications in terms of originality, sophistication of analysis and importance is the main consideration in assessing significance and the DPC will be guided by peer reviews and external reviews in that assessment. Evidence of substantial productivity as a scholar would include the publication of a book in combination with one book chapter or article in a scholarly journal OR of four to five peer-reviewed chapters in books or articles in scholarly journals. Co-authorship is recognized as the department considers it to be evidence of collaborative scholarship,

which is encouraged in our multi-disciplinary field of endeavor. In addition, other forms of publication or material reflective of engaged scholarship such as but not limited to technical reports, curricula for community-led initiatives, expert testimonies, cultural impact reports, and grant-writing for community groups will be considered as evidence of substantial productivity as a scholar. The candidate may provide information about the importance of such material for community partners or community groups and about the significance of the venue, if the material is published.

II.4 Service. Community service and leadership play uniquely important roles in Ethnic Studies and include contributions at the Department, University, local, state, national and international levels. Ethnic Studies is an articulation point on this campus between the academy and the communities in Hawai'i, the Pacific, the U.S and beyond and candidates for contract renewal, promotion and tenure must have demonstrated excellence in this area.

III. Procedures for Post-Tenure Review

III.1 A summary of endeavors in teaching, research and service shall be provided by BU 07 tenured faculty to the DC every five years, who shall review what is submitted and provide a report to the Dean of the College of Social Sciences.

III.2 In the case of the DC, the DPC chair shall review the statement of endeavors and provide the report to the Dean.