

**UNIVERSITY OF HAWAI'I AT MANOA
SCHOOL OF COMMUNICATIONS
PROCEDURES GOVERNING CONTRACT RENEWAL, TENURE AND PROMOTION**

- I. Functions of the School of Communications Personnel Committee (SPC) that are applicable to instructional faculty Rank I-2 and higher
- A. Applicants for Tenure and/or Promotion
1. To review the applications of all School of Communications faculty who apply for promotion and/or tenure and assess in writing their strengths and weaknesses.
 2. To make recommendations in writing to the Dean of the College of Social Sciences (CSS) whether each applicant should be granted tenure and/or promotion for which s/he has applied.
- B. Contract renewal review of tenure-track (probationary) School of Communications faculty for pre-tenure evaluation.
1. To review the application of each tenure-track (probationary) faculty member for pre-tenure evaluation and to assess in writing its strengths and weaknesses.
 2. To recommend in writing to the Dean of CSS whether each tenure-track (probationary) faculty member should be renewed for additional year(s) of employment in her/his current position.
- II. Composition of the SPC
- A. The initial meeting of the SPC will be convened by the Chair of the School of Communications early in the Fall semester of each academic year for the purpose of:
1. Briefly describing the process and procedures to be followed by the SPC in evaluating dossiers and contract renewal applications.
 2. Electing the SPC chair by all faculty, tenured and untenured.
- B. All SPC members, whether from within or outside the School of Communications, must be tenured Bargaining Unit 07 members of the Manoa campus. A faculty member who has applied for promotion in a specific academic year is not eligible to serve on the SPC when his/her application will be considered.

C. The SPC shall consist of all tenured faculty on duty, not including the School chair. In the event that a total of at least five tenured School of Communications faculty members are not available to serve on the SPC, the Dean of CSS, in consultation with the Chair of the School and the Chair of the SPC shall appoint faculty members from other disciplines as appropriate to ensure that the SPC has at least five members.

D. An individual candidate for tenure or promotion can request to exclude participation of specific SPC member(s) where the candidate believes that a strong conflict exists that would prevent the faculty member's fair evaluation of a tenure or promotion application made by the candidate.

1. Such exclusion must not reduce the SPC numbers below the minimum of five members required to meet University of Hawaii standards for a DPC.

2. Request for such exclusion, stating the specific cause for the request, will be submitted in writing to the SPC Chair and may become a part of the applicant's dossier, after consideration by the SPC Chair in deliberation with the Applicant.

III. Submission of Materials by Applicants to the SPC

A. Applicants for promotion and/or tenure

1. An applicant for promotion and/or tenure must submit all documentation as required in the appropriate *University of Hawaii Criteria and Guidelines for Faculty Tenure/Promotion Application* and the *School of Communications Guidelines for Tenure and Promotion* and/or other pertinent documents.

2. The original and all required copies of the dossier, and all supporting documentation should be submitted to the Chair of SC, who will then review them for completeness and transmit the dossier and documentation to the SPC for review.

3. The deadline for submitting the dossier and supporting documentation by the applicant shall be as specified in the appropriate *University of Hawaii Criteria and Guidelines for Faculty Tenure/Promotion Application*.

B. Contract renewal of tenure-track (probationary) faculty members. All documentation as outlined in the School guidelines for contract renewal should be submitted to the Chair of the School of Communications, who will then transmit them to the SPC for review.

IV. Submission of Late/Additional Materials to the SPC (Promotion, Tenure, Contract Renewal)

A. During the time from the submission of an applicant's dossier and supporting documentation to the SPC via the Chair of the School of Communications and before published University deadlines for allowable additions to a dossier, the following additional relevant materials may be submitted by the applicant in support of her/his case:

1. A letter of acceptance of scholarly work that was received by the applicant after the initial deadline for submission, along with a copy of the accepted work.
2. Additional supporting documentation that was not available before the deadline for submittal of the dossier and supporting documentation.

B. Within reasonable time limits, the SPC, via the Chair of the committee, may request in writing additional relevant materials or information from an applicant or others relating to the dossier and supporting documentation s/he submitted.

V. Process for Orderly Review of Dossiers

A. Upon receipt of dossiers from applicants for tenure/promotion and/or from probationary (tenure-track) faculty members or instructors undergoing contract renewal review, the Chair of the School of Communications shall transmit expeditiously, but no later than UHM published deadlines, up to eight copies of the dossier for members of the SPC. If there are more than eight members on the SPC, the School of Communications Chair shall keep copies in a secure office for the members of the SPC to check out or review at their convenience.

B. The SPC shall transmit in a timely manner to the Chair of the School of Communications all dossiers and other material examined by the SPC, along with the SPC's written recommendations regarding whether tenure/promotion should be granted to a faculty member who applied for either/both or whether contract renewal should be extended to a probationary faculty member.

C. Copies of all backup materials to the dossiers, including the letters of external reviews for tenure/promotion applicants, shall be maintained during the duration of the process by the Secretary to the Chair of the School of Communications or some other designee of the Chair of the School of Communications.

D. The faculty, tenured and untenured, will be requested by the SPC chair to provide any comments on the candidate they might wish to submit by the SPC deadline.

VI. External Review

In cases of promotion or tenure, each candidate will submit the names of up to six (6) outside referees, out of whom three (3) are selected by the School Chair in consultation with the SPC. Up to six additional referees are then added by the School Chair in consultation with the SPC. Referees are then requested in writing by the School Chair to provide their evaluation of the candidate's research and scholarly work in relation to the

applicant's rank. The candidate's current CV and appropriate scholarly works selected by the candidate should be enclosed with the letter to the referees. To be considered, letters of evaluation must reach the SPC by its fixed deadline. Every attempt will be made to have at least four reviewers. Letters that have arrived late, but before University deadlines, will be forwarded to the Dean by the School Chair.

A. The School will follow the relevant University of Hawaii – Manoa Administration Procedures and Timetable for Tenure and Promotion for the solicitation of external reviewers.

B. The process for seeking external reviews must begin expeditiously, as soon as an applicant has informed the School Chair and the SPC Chair of a decision to apply for tenure or promotion.

VII. Voting Procedures

Following a careful deliberation on the strengths and weaknesses of each candidate, the SPC shall conduct a vote:

A. Only the members of the SPC may vote on matters involving recommendations for tenure, promotion, or contract renewal for probationary (tenure-track) faculty.

B. Voting on these recommendations shall be tallied by the Chair of the SPC and verified by one other member of the SPC.

Subsequent to voting, the SPC Chair will request several of the SPC members to provide a draft assessment of the candidate with respect to strengths and weaknesses in teaching, research, and service, reflecting the consensus of the committee. These assessments will be discussed at a subsequent SPC meeting and in a timely manner to arrive at an acceptable text.

C. The candidates for contract renewal, tenure, or promotion will have the opportunity to review the written assessments of the School Chair and SPC.

VIII. Discrepancies in Procedures

A. In the case of discrepancies in procedures between those of the School of Communications and those of the University for either the review of applicants for tenure and/or promotion or the annual review of probationary faculty, the University procedures shall take precedence.

B. With regard to specific requirements for receipt of tenure and/or promotion applications, or contract renewal of probationary faculty, as found in the *School of Communications Guidelines for Tenure and Promotion*, additional requirements may be established by the faculty of the School beyond those specified in the *University of Hawai'i Criteria and Guidelines for Faculty Tenure/Promotion Application*. However,

applicants may choose to follow the School's prior established guidelines most recently on file with UHPA or OVCAA office.

IX. Consultation Between the SPC and a Faculty Member Under Review

A. The SPC, through its Chair, may request a meeting with a faculty member under review in order to solicit additional information from the faculty member. Within reasonable deadlines and limits, the SPC Chair may write a letter with specific questions or a specific request for additional information to the faculty member under review. The correspondence will be included in the dossier, after consultation with the applicant.

B. A faculty member under review may request a meeting with the SPC in order to provide additional information for consideration by the SPC. The applicant may provide additional information for consideration by writing a letter to the SPC, through its Chair. The correspondence will be included in the dossier.

X. Amendment of Procedures

A. Amendments to these procedures may be proposed by the SPC and/or any other School of Communications tenured or tenure-track member.

B. Any amendments to these procedures must receive approval by a majority vote of the School of Communications tenured and tenure-track members.

C. The proposed amendment of procedures shall be sent through the Chair of the School of Communications to the appropriate administrative official for approval.

D. Any amendments to the approved procedures in force will be implemented in the academic year following approval by the appropriate administrative official.

E. Approved amended procedures shall be filed with the Dean of CSS, to be forwarded to the OVCAA and the faculty union.

Date approved by the SC Faculty _____

Chair of School of Communications _____

Date approved by the Dean of CSS _____

Dean of CSS _____