

APPENDIX C
FACULTY TENURE/PROMOTION APPLICATION FORM
UNIVERSITY OF HAWAI‘I AT MĀNOA
2009-2010

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SUBMISSION DEADLINE: Friday, October 9, 2009 (original plus seven copies)

- NOTE: 1) INCLUDE ALL PARTS IN ALL COPIES
2) ALL REFERENCES ARE TO THE 2003-2009 UHPA/UH AGREEMENT

TENURE/PROMOTION APPLICATION

Complete this page only if you have a Joint or Split Appointment.

PART I. EMPLOYMENT DETAILS – continued

A. Joint Appointment

A joint appointment is one in which the applicant is affiliated with and receives payment for his/her services from more than one unit, such as two departments or a department and a research institute, exclusive of split appointments in the College of Tropical Agriculture and Human Resources (see below). (Examples: joint instructional/research appointments; joint instructional/administrative appointments; joint instructional appointments in two or more departments, etc.).

Please list joint appointments, identifying the departments and units and the percentages of time paid for from the separate accounts:

<u>Year</u>	<u>Dept/Unit, % Payment</u>	<u>Dept/Unit, % Payment</u>
2008-09		
2007-08		
2006-07		
2005-06		
2004-05		

B. Split Appointment (only in the College of Tropical Agriculture and Human Resources)

A split appointment is one in which the applicant receives payment for his/her services from more than one account code from within the College of Tropical Agriculture and Human Resources, other than for administrative services. Please list the applicant's division of funding.

<u>Year</u>	<u>% Instruction</u>	<u>% Research</u>	<u>% Extension</u>
2008-09			
2007-08			
2006-07			
2005-06			
2004-05			

(DELETE PAGE IF NOT APPLICABLE)

TENURE/PROMOTION APPLICATION

Complete this page only if you have a Joint or Split Appointment.

PART I. EMPLOYMENT DETAILS – continued

C. Routing

If more than one department or equivalent is involved, each department or unit must review the application (see *Criteria and Guidelines*, Part III). The chair or equivalent of the primary organization must note the two routes that the application will take. Indicate the place (Dean/Director of primary unit) wherein the dossiers must be integrated.

Primary Routing:

Secondary Routing:

Integration Point:

(DELETE PAGE IF NOT APPLICABLE)

TENURE/PROMOTION APPLICATION

PART I. EMPLOYMENT DETAILS – continued

G. Educational and Service Requirements

For all candidates (tenure and/or promotion), check one:

- I have completed all training and coursework and hold the academic degree(s) for the rank in which I seek tenure or to which I seek promotion as specified in the Statement of Minimum Qualifications (See Board of Regents Policy Section 9-2 in Appendix A attached to the *Criteria and Guidelines*).
- I do **not** hold the academic degree(s) specified in the BOR Policy Section 9-2 for the rank in which I seek tenure or to which I seek promotion because I am in a discipline in which the doctorate (or other specified degree) is not the accepted terminal degree. (If this statement applies to you, please be sure to complete Section H below.)

The highest degree that I hold is: _____
(specify degree and major)

H. Waiver of Minimum Qualifications

An applicant who does not meet the educational or service requirements for the rank in which tenure and/or promotion is sought as specified in the Statement of Minimum Qualifications (see Board of Regents Policy Section 9-2 in Appendix A attached to the *Criteria and Guidelines*) must file for a waiver which must be approved before the application can be reviewed. The waiver for Minimum Educational requirements must be approved by the Chancellor.

Waiver for Educational Requirement

1. If you have requested a waiver, please attach the official notification form, indicating approval, from the Mānoa Chancellor's Office as page 1.5a.
2. Date of approval by the Chancellor: _____

Waiver for Service Requirement

1. If you have requested a waiver from your Dean, please attach the official notification form, indicating approval as page 1.5b
2. Date of approval by the Dean: _____

TENURE/PROMOTION APPLICATION

PART I. EMPLOYMENT DETAILS – continued

I. Verification of Part I Accuracy and Completeness

I verify that all information in Part I is accurate and complete.

Signature of Chair/Equivalent _____

Date _____

I verify that all information in Part I is accurate and complete.

Signature of Applicant _____

Date _____

Last name, first name, middle initial
(Use your legal name as it appears
on the Payroll Notification Form)

TENURE/PROMOTION APPLICATION

PART II. CRITERIA AND GUIDELINES (to be completed by applicant)

- A. I have read Article XII, "Tenure and Service" and Article XIV, "Promotion," of the *2003-2009 UHPA/UH Agreement* and the *Criteria and Guidelines for Tenure/Promotion Application, September 2009*.

Signed _____ Date _____

- B. Check as appropriate:

- I. _____ I consulted with my department/unit chair regarding my tenure/promotion application.
- II. _____ I requested consultation, but was not able to consult with my department/unit chair regarding my tenure/promotion application (please attach an explanation, p. 2.1a).
- III. _____ I did not request consultation.

Signed _____ Date _____

TENURE/PROMOTION APPLICATION

PART II. CRITERIA AND GUIDELINES – continued

C. Please indicate appropriate choices below:

I understand the campus-wide criteria for tenure/promotion stated in the *Criteria and Guidelines for Tenure/Promotion Application, September 2009* and hereby apply for tenure/promotion.

- I have / have not (circle one) received additional college criteria.
- I have / have not (circle one) received additional departmental criteria.

I elect to be evaluated under the tenure criteria in effect for ___ 2009-2010 or ___ 2007-2008. (See *Criteria and Guidelines*, Section IV, “Criteria for Tenure,” and Article XII.F.1 for further explanation.)

I elect to be evaluated under the promotion criteria in effect for ___ 2009-2010 or ___ 2007-2008. (See Article XIV.B.2).

Signed _____ Date _____

D. Notification of Decision

I understand that the University will notify me of its decision by personal delivery or by mail. If by mail, I ask that the notice be sent to the address given below.

Address for Spring 2010:

Address for Summer 2010:

TENURE/PROMOTION APPLICATION

PART III. CREDENTIALS AND EXPERIENCE (to be completed by applicant)

A. Degrees Earned and Received:

Baccalaureate	Kind	Subject Field	Institution	Date
Master's	Kind	Subject Field	Institution	Date
Doctoral	Kind	Subject Field	Institution	Date

Foreign or Other Degrees or Professional Licenses:

	Kind	Subject Field	Institution	Date
	Kind	Subject Field	Institution	Date
	Kind	Subject Field	Institution	Date

B. If you are claiming graduate credits or other forms of academic equivalency to meet the minimum qualifications for the rank sought, give details here (see *Criteria and Guidelines*):

Institution	Date	Field	Credits
-------------	------	-------	---------

Last name, first name, middle initial
(Use your legal name as it appears
on the Payroll Notification Form)

TENURE/PROMOTION APPLICATION

PART III. CREDENTIALS AND EXPERIENCE – continued

D. List of Courses Taught. Using a separate sheet, if necessary (p. 3.4) and the format below, please list all courses taught since last promotion or initial hire, in chronological order, ending with courses taught in Fall 2009 semester. If courses taught through Outreach College are included, please indicate this; if not at UH Mānoa, indicate where.

*Please indicate by an asterisk which courses taught were writing intensive.

Semester/ Year	Dept/Course Number	Course Title*	Approx. Credit Hours	No. of Students

Applicant's Signature _____ Date _____

Reviewed by Chair/Unit Head for accuracy of information in Section D above:

Name _____ Signature _____

Date _____

THIS PAGE IS FOR INSTRUCTIONAL (I) FACULTY ONLY

TENURE/PROMOTION APPLICATION

PART IV. ENDEAVORS (to be completed by applicant)

Use the page 4.1 appropriate to your faculty classification. See the *Criteria and Guidelines for Tenure/Promotion Application, September 2009* for examples of activities. Attach statements on endeavors and supporting materials as pages numbered from p. 4.2, with name on upper right of each page.

1. Statement of Endeavors – Instructional Faculty

Recommended Length: 1-9 pages, 12 point. – Candidates for tenure and/or promotion should provide a personal statement about the unique aspects and special significance of their accomplishments and future plans in teaching, research and/or service. Statements should be directed toward readers who may not be specialists in the candidate's field.

Indicate the page numbers of your statements of endeavors in the following categories:

Instructional activities (4.2 to 4.____)

Research/scholarly activities (4.____ to 4.____)

Service activities (4.____ to 4.____)

Other (4.____ to 4.____)

2. Supporting Materials (read *Criteria and Guidelines* carefully). Attach summary of teaching evaluation, bibliography or other objective record of scholarly activity, and other supporting materials (identify). Indicate page numbers.

Teaching evaluations (4.____ to 4.____)

Bibliography (4.____ to 4.____)

Peer evaluations of contributions (4.____ to 4.____)

Other: Supporting materials (please list) (4.____ to 4.____)

Note here the final page number of your submission 4. ____

THIS PAGE IS FOR LAW (J) FACULTY ONLY

TENURE/PROMOTION APPLICATION

PART IV. ENDEAVORS (to be completed by applicant)

Use the page 4.1 appropriate to your faculty classification. See the *Criteria and Guidelines for Tenure/Promotion Application, September 2009* for examples of activities. Attach statements on endeavors and supporting materials as pages numbered from p. 4.2, with name on upper right of each page.

1. Statement of Endeavors – Law Faculty

Recommended Length: 1-9 pages, 12 point. – Candidates for tenure and/or promotion should provide a personal statement about the unique aspects and special significance of their accomplishments and future plans in teaching, research and/or service. Statements should be directed toward readers who may not be specialists in the candidate's field.

Indicate the page numbers of your statements of endeavors in the following categories:

Instructional activities (4.2 to 4.____)

Research/scholarly activities (4.____ to 4.____)

Service activities (4.____ to 4.____)

Other (4.____ to 4.____)

2. Supporting Materials (read *Criteria and Guidelines* carefully). Attach summary of teaching evaluation, bibliography or other objective record of scholarly activity, and other supporting materials (identify). Indicate page numbers.

Teaching evaluations (4.____ to 4.____)

Bibliography (4.____ to 4.____)

Peer evaluations of contributions (4.____ to 4.____)

Other: Supporting materials (please list) (4.____ to 4.____)

Note here the final page number of your submission 4. ____

THIS PAGE IS FOR CLINICAL MEDICINE (M) FACULTY ONLY

TENURE/PROMOTION APPLICATION

PART IV. ENDEAVORS (to be completed by applicant)

Use the page 4.1 appropriate to your faculty classification. See the *Criteria and Guidelines for Tenure/Promotion Application, September 2009* for examples of activities. Attach statements on endeavors and supporting materials as pages numbered from p. 4.2, with name on upper right of each page.

1. Statement of Endeavors – Clinical Medicine Faculty
Recommended Length: 1-9 pages, 12 point. – Candidates for tenure and/or promotion should provide a personal statement about the unique aspects and special significance of their accomplishments and future plans in teaching, research and/or service. Statements should be directed toward readers who may not be specialists in the candidate's field.

Indicate the page numbers of your statements of endeavors in the following categories:

Instructional activities	(4.2 to 4.____)
Research/scholarly activities	(4.____ to 4.____)
Service activities	(4.____ to 4.____)
Other	(4.____ to 4.____)

2. Supporting Materials (read *Criteria and Guidelines* carefully). Attach summary of teaching evaluation, bibliography or other objective record of scholarly activity, and other supporting materials (identify). Indicate page numbers.

Teaching evaluations	(4.____ to 4.____)
Bibliography	(4.____ to 4.____)
Peer evaluations of contributions	(4.____ to 4.____)
Other: Supporting materials (list please)	(4.____ to 4.____)

Note here the final page number of your submission 4. ____

THIS PAGE IS FOR RESEARCH (R) FACULTY ONLY

TENURE/PROMOTION APPLICATION

PART IV. ENDEAVORS (to be completed by applicant)

Use the page 4.1 appropriate to your faculty classification. See the *Criteria and Guidelines for Tenure/Promotion Application, September 2009* for examples of activities. Attach statements on endeavors and supporting materials as pages numbered from p. 4.2, with name on upper right of each page.

1. Statement of Endeavors – Research Faculty

Recommended Length: 1-9 pages, 12 point. – Candidates for tenure and/or promotion should provide a personal statement about the unique aspects and special significance of their accomplishments and future plans in teaching, research and/or service. Statements should be directed toward readers who may not be specialists in the candidate's field.

Indicate the page numbers of your statements of endeavors in the following categories:

Instructional activities (4.2 to 4.____)

Research/scholarly activities (4.____ to 4.____)

Service activities (4.____ to 4.____)

Other (4.____ to 4.____)

2. Supporting Materials (read *Criteria and Guidelines* carefully). Attach summary of teaching evaluation, bibliography or other objective record of scholarly activity, and other supporting materials (identify). Indicate page numbers.

Teaching evaluations (4.____ to 4.____)

Bibliography (4.____ to 4.____)

Peer evaluations of contributions (4.____ to 4.____)

Other: Supporting materials (please list) (4.____ to 4.____)

Note here the final page number of your submission 4. _____

THIS PAGE IS FOR SPECIALIST (S) FACULTY ONLY

TENURE/PROMOTION APPLICATION

PART IV. ENDEAVORS (to be completed by applicant)

Use the page 4.1 appropriate to your faculty classification. See the *Criteria and Guidelines for Tenure/Promotion Application, September 2009* for examples of activities. Attach statements on endeavors and supporting materials as pages numbered from p. 4.2, with name on upper right of each page.

1. Statement of Endeavors – Specialist Faculty

Recommended Length: 1-9 pages, 12 point. – Candidates for tenure and/or promotion should provide a personal statement about the unique aspects and special significance of their accomplishments and future plans in professional activities, programs, research and/or service. Statements should be directed toward readers who may not be specialists in the candidate's field.

Indicate the page numbers of your statements of endeavors in the following categories:

Professional activities (4.2 to 4.____)

Service activities (4.____ to 4.____)

Identify below other appropriate endeavors, if any, and indicate page numbers of statements. These should include recognition/evaluation of contributions in your professional area.

Specify: (4.____ to 4.____)

Specify: (4.____ to 4.____)

2. Supporting Materials (read *Criteria and Guidelines* carefully). Attach supporting materials and indicate page numbers.

Specify: (4.____ to 4.____)

Specify: (4.____ to 4.____)

Specify: (4.____ to 4.____)

Note here the final page number of your submission 4.____

THIS PAGE IS FOR LIBRARIAN (B) FACULTY ONLY

TENURE/PROMOTION APPLICATION

PART IV. ENDEAVORS (to be completed by applicant)

Use the page 4.1 appropriate to your faculty classification. See the *Criteria and Guidelines for Tenure/Promotion Application, September 2009* for examples of activities. Attach statements on endeavors and supporting materials as pages numbered from p. 4.2, with name on upper right of each page.

1. Statement of Endeavors – Librarian Faculty

Recommended Length: 1-9 pages, 12 point. – Candidates for tenure and/or promotion should provide a personal statement about the unique aspects and special significance of their accomplishments and future plans in professional activities, programs, research and/or service. Statements should be directed toward readers who may not be specialists in the candidate's field.

Indicate the page numbers of your statements of endeavors in the following categories:

Professional activities (4.2 to 4.____)

Service activities (4.____ to 4.____)

Identify below other appropriate endeavors, if any, and indicate page numbers of statements. These should include recognition/evaluation of contributions in your professional area.

Specify: (4.____ to 4.____)

Specify: (4.____ to 4.____)

2. Supporting Materials (read *Criteria and Guidelines* carefully). Attach supporting materials and indicate page numbers.

Specify: (4.____ to 4.____)

Specify: (4.____ to 4.____)

Specify: (4.____ to 4.____)

Note here the final page number of your submission 4. ____

THIS PAGE IS FOR EXTENSION AGENT (A) FACULTY ONLY

TENURE/PROMOTION APPLICATION

PART IV. ENDEAVORS (to be completed by applicant)

Use the page 4.1 appropriate to your faculty classification. See the *Criteria and Guidelines for Tenure/Promotion Application, September 2009* for examples of activities. Attach statements on endeavors and supporting materials as pages numbered from p. 4.2, with name on upper right of each page.

1. Statement of Endeavors – Extension Agent Faculty

Recommended Length: 1-9 pages, 12 point. – Candidates for tenure and/or promotion should provide a personal statement about the unique aspects and special significance of their accomplishments and future plans in professional activities, programs, research and/or service. Statements should be directed toward readers who may not be specialists in the candidate's field.

Indicate the page numbers of your statements of endeavors in the following categories:

Professional activities (4.2 to 4.____)

Service activities (4.____ to 4.____)

Identify below other appropriate endeavors, if any, and indicate page numbers of statements. These should include recognition/evaluation of contributions in your professional area.

Specify: (4.____ to 4.____)

Specify: (4.____ to 4.____)

2. Supporting Materials (read *Criteria and Guidelines* carefully). Attach supporting materials and indicate page numbers.

Specify: (4.____ to 4.____)

Specify: (4.____ to 4.____)

Specify: (4.____ to 4.____)

Note here the final page number of your submission 4. ____

TENURE/PROMOTION APPLICATION

PART V. DEPARTMENT ASSESSMENT (to be completed by Department Chair and the Chair of the Department Personnel Committee)

A. Committee Structure and Criteria. Please attach the following (pp. 5.3 to 5.____):

1. A statement of how the DPC was chosen, and the names, positions and titles of the members.
2. A copy of the department's written procedures (per Article X), and any college and/or departmental criteria that were provided to the applicant prior to submission of the application.
3. A statement of the procedures used to solicit confidential letters that were sent to outside reviewers. Include a list of what was provided to the reviewers about the applicant.

B. Assessment of Strengths and Weaknesses
(for tenure applicant only include assessment of present and future value)

The DPC and Department Chair have made separate assessments and have attached on pp. 5.____ to 5.____.

- NOTE: 1) In academic units where the position comparable to that of Department/Division Chair (DC) is filled by a person who is not a member of the Bargaining Unit, that person will not participate in these deliberations and recommendations (Article XII.F.2.d).
- 2) Departments are also reminded to review the Memorandum of Understanding regarding "Future Need" in the 2003-2009 UHPA/UH Agreement Reference Section.

C. Recommendation

If a recommendation for or against tenure/promotion is appended, give page number here 5.____ to 5.____ and indicate source:

_____ DPC _____ DC

If a vote of DPC was taken, please indicate the tally:

_____ For _____ Against _____ Abstain

If the Chair is making a recommendation, please indicate:

_____ For _____ Against

TENURE/PROMOTION APPLICATION

PART V. DEPARTMENT ASSESSMENT – continued

D. Supporting Materials

Identify supporting materials appended to this assessment and give page numbers. Also, describe other sources of information that were consulted, but which are not part of this application.

E. Confidential Letters of Evaluation

Number of confidential letters solicited by department: _____

Number of these confidential letters received by department: _____

Place the letters solicited by the Department in manila envelopes marked “Confidential Letters” with each copy of the dossier (original letters with original dossier). Include inside each envelope a listing of the reviewers, their institutional and disciplinary affiliations. Also include a copy of the letter sent to the external reviewers. The use of thesis/dissertation advisers as external evaluators is strongly discouraged.

F. Review of Application for Completeness

This application has been reviewed by the DC and DPC and found to be complete.

Signed _____
Department Chair Date

Signed _____
DPC Chair Date

Last name, first name, middle initial
(Use your legal name as it appears
on the Payroll Notification Form)

TENURE/PROMOTION APPLICATION

PART VI. DEAN'S/DIRECTOR'S ASSESSMENT AND RECOMMENDATION (to be completed by the Dean/Director)

I am familiar with the criteria appropriate to this application, and after careful consideration of the evidence and the departmental assessment, I recommend that:

- Tenure be granted
- Tenure not be granted

- Promotion be granted
- Promotion not be granted

- Tenure and Promotion be granted
- Tenure and Promotion not be granted

(see p. 1.1 for appropriate application category)

My assessment is appended on pp. 6.2. to 6._____.

Please mark your vote on the summary sheet at the front of the dossier.

Signed _____

Name _____

Title _____

Unit _____

Date _____

TENURE/PROMOTION APPLICATION

**PART VII. TENURE AND PROMOTION REVIEW COMMITTEE (TPRC)
RECOMMENDATION** (to be completed by the Chair of the TPRC)

A. Recommendation

The TPRC reviewing and evaluating this application is familiar with the appropriate criteria and the *Criteria and Guidelines for Tenure/Promotion Application, September 2009*.

A statement summarizing the TPRC's review of the application is appended (pp. 7.3 to 7._____).

After careful consideration of the evidence and the prior assessments, the TPRC recommends the following (check one):

- Tenure be granted
- Tenure not be granted

- Promotion be granted
- Promotion not be granted

- Tenure and Promotion be granted
- Tenure and Promotion not be granted

Please mark number of votes on the summary sheet at the front of the dossier.

(see p. 1.1 for appropriate application category)

Signed _____
TPRC Chair

Date _____

TENURE/PROMOTION APPLICATION

PART VII. TENURE AND PROMOTION REVIEW COMMITTEE (TPRC)
RECOMMENDATION – continued

B. TPRC response to written rebuttal statement and additional material

(To be completed only if application is returned to the TPRC in accordance with Article XII of the *2003-2009 UHPA/UH Agreement*.)

The TPRC has considered the comments and additional material submitted by the applicant and responds as follows (check one):

_____ Reaffirms its original recommendation as indicated above.

_____ Recommends as follows (an explanation is appended on pp 7._____ to 7._____):

_____ Tenure be granted
_____ Tenure not be granted

_____ Promotion be granted
_____ Promotion not be granted

_____ Tenure and Promotion be granted
_____ Tenure and Promotion not be granted

(see p. 1.1 for appropriate application category)

Please mark number of votes on the summary sheet at the front of the dossier.

Signed _____
TPRC Chair

Date _____

.....
Last name, first name, middle initial
(Use your legal name as it appears
on the Payroll Notification Form)

TENURE/PROMOTION APPLICATION

PART VIII. REQUEST TO EXAMINE DOSSIER

- A. I have been notified by the Mānoa Chancellor’s Office that my application contains a negative recommendation. I request an opportunity to examine my dossier and to receive copies of any pages that I select.

Signed _____ Date _____

- B. I acknowledge having examined the dossier. Article XII.G.4 and Article XIV.D.4 provide ten (10) calendar days for submission of additional materials. I will / will not (circle one) submit written comments and additional material to the Mānoa Chancellor’s Office, Hawai‘i Hall 209, by 4:30 p.m., on:

(please specify day and date) _____

Signed _____ Date _____

- C. I acknowledge receipt of written comments and additional materials. These have been appended as pp. 8.2 to 8._____, and will be returned with the dossier to the TPRC.

Signed _____ Date _____
Designee, Office of the Chancellor, UH Mānoa

.....

Last name, first name, middle initial
(Use your legal name as it appears
on the Payroll Notification Form)

TENURE/PROMOTION APPLICATION

PART IX. CHANCELLOR’S RECOMMENDATION/DECISION

_____ My recommendation agrees with that of the TPRC. The case was not discussed with the TPRC.

_____ I disagreed with the recommendation of the TPRC. The case was discussed by me/my designee with the TPRC on

Date

I am familiar with the criteria appropriate to this application, and after careful consideration of the evidence and prior assessments, my recommendation to the President is as follows:

Tenure be granted _____

Promotion be granted _____

Signed _____ Date _____
Chancellor, University of Hawai‘i at Mānoa

I am familiar with the criteria appropriate to this application, and after careful consideration of the evidence and prior assessments, I have reached the following decision:

Tenure not be granted _____

Promotion not be granted _____

Signed _____ Date _____
Chancellor, University of Hawai‘i at Mānoa