2010-2011
Tenure and Promotion Workshop

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Know your documents
- 2009 – 2015 Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i
- Board of Regents Policy 9-2
  http://www.hawaii.edu/offices/ksu/policy/borp90.pdf
- 2010 Criteria and Guidelines
- Department Procedures and Criteria
Waivers/Exclusion Options

- Tenure → Probationary Period
  - Shorten up to 1 year* or lengthen (maximum of 7 years) may be approved by Dean
- Promotion → Minimum Qualification
  - Time in rank (Dean)
  - Educational requirements (Chancellor)
- Exclusion Option
  - Due to Chancellor's Office by November 5th

Review Process
(What happens to my dossier?)
- Due to Department Chair
  October 8, 2010
- Department Personnel Committee (DPC)
  Internal deadline
- Department Chair
  Internal deadline
- Dean or Director
  November 29, 2010
- Tenure and Promotion Review Committee (TPRC)
  January 3, 2011

NO NEWS IS GOOD NEWS!
Review Process (continued)

- TPRC evaluation
  February 11, 2011
- Dean’s Consideration
  February 18, 2011
- Notification of TPRC evaluation
  (Late February - mid March)
- Manoa Chancellor’s Review
  - Applicants receiving a negative will be notified and allowed to review dossier
- President’s Review
- Board of Regent’s Review/Vote
  Notification by June 30th

Rebuttal

- All applicants are notified of TPRC recommendation
  (Late-February to Mid-March)
- If Negative Review
  - Faculty may review dossier and submit a rebuttal within 10 days
- Dossier reviewed again by TPRC OR
  - If TPRC was positive goes directly to Chancellor

Compiling the Dossier

- Application
  - Faculty complete
    - Part 1 – Employment Details
    - Part 2 – Criteria and Guidelines
    - Part 3 – Credentials and Experience
    - Part 4 – Endeavors
  - Reviewers complete
    - Part 5 – Department Assessment (include DPC procedures)
    - Part 6 – Dean/Director’s Assessment
    - Part 7 – TPRC’s Assessment
    - Part 8 – Request to Examine Dossier (applicant)
    - Part 9 – Chancellor’s Assessment
Compiling the Dossier (continued)

- Each page should have your name and a page number (can use labels)
- Margins need to be wide enough to ensure readability
- Bound in file folders or three-hole binders (use size appropriate for dossier)
- Can be double sided

Compiling the Dossier (continued)

- Statement of Endeavors (Part 4)
  - Opportunity to speak directly to the review bodies about the unique aspects and special significance of your accomplishments and future plans/value
  - An analysis of your activities since your last promotion or initial hire
  - Direct it toward readers who may not be in your field
- Recommended length 1-9 pages (12 pt)

Dossier

Supporting Materials

- Instructional faculty must have documented evidence of teaching ability (usually course evaluations)
- Contributions to the curriculum may be documented by materials from courses you developed
- Peer evaluation of contributions - external reviews of scholarship
- Service
  - University - department, college
department/college activities
  - Professional - service to your discipline and professional organizations

Bibliography

- Provides an invaluable objective record of your scholarly activity
- Separate published works, conference presentations and manuscripts into appropriate groups (use categories adapted to discipline)
- List most recent first
- Give full citation
- Note and define "in press"; if possible provide letter
- Make a clear distinction between sole authored work and joint
Dossier

Gathering of materials
- Enrollment data
- Student evaluations (summarized)
- Achievement of learning outcomes
- Reviews of published work
- Other reviews of grant or manuscript submission
- Unsolicited letters from peers
- Solicited letters
- Documentation of community service
- Honors, awards, etc.
- Grants received

Last comments

Select materials that are most significant
- Quality over quantity
- Serious over superficial supporting letters
- How to present work in progress

Questions

- Procedural Questions
  - Your DC or DPC Chair
  - Beverly McCormy
    - beverly@hpu.edu
  - Reed Desenbrock
    - reed.desenbrock@hpu.edu
- Content Question
  - DC
  - Other Faculty in your Department
  - Faculty Mentoring Program
    - 356-9567
    - http://www.fmp.hpu.edu