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Office of the Vice Chancellor for Academic Affairs

December 5, 2018

MEMORANDUM

TO: Jerris Hedges, Dean
John A. Burns School of Medicine

FROM: Beverly A. McCreary
Assistant Vice Chancellor
for Academic Personnel

A handwritten signature in black ink, appearing to read "Beverly McCreary".

SUBJECT: Approved Department Personnel Committee Policies and Procedures

Enclosed please find approved procedures for the Department of Cell and Molecular Biology, John A. Burns School of Medicine.

Please note that all faculty who will be submitting applications for tenure and/or promotion this fall should be given the option to use this document or the one in effect for the prior year.

If you have any questions, please call or email me at 956-4571 or bmccrear@hawaii.edu.

Enclosure

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APPROVED:

James D Kardash 11/26/2018
UHPA Date

APPROVED:

Mano Chancellor's Office 11/23/18
Manoa Chancellor's Office Date

**Tenure, Promotion and Faculty Review Criteria
Department of Cell and Molecular Biology
John A Burns School of Medicine
University of Hawaii at Manoa**

- A. Criteria and Procedures for Composition and Role of Departmental Personnel Committee**
- B. Criteria, Expectations, and Guidelines for Tenure and Promotion**
- C. Statement of Expectations for 5-Year Review of Tenured Faculty**

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A. Criteria and Procedures for Composition and Role of Departmental Personnel Committee (DPC)

The DPC will conform to the minimum requirements as described in *Article X of the BOR-UHPA faculty contract* and to *John A. Burns School of Medicine M-series Faculty Criteria for Promotion and Tenure*, (adopted June 2009).

1. The DPC is composed of all academic department personnel who are bargaining unit 07 members with at least a 0.5 time appointment and a rank of at least I3 or R3, These faculty members are eligible to vote on personnel matters. All voting is by secret ballot. Five members constitute a quorum. If there are more than 5 eligible faculty members, faculty may request consideration for exclusion if justification can be provided (e.g. due to travel, serving on study section). Requests for exclusion will be reviewed by the chair, with consultation with the dean if deemed necessary.
2. When a candidate is seeking promotion/tenure, only DPC members of equal or higher rank than that for which the applicant is applying may participate in the evaluation process. When a candidate is applying for tenure, the committee may only include tenured members. For review of non-tenure track faculty for promotion, non-tenured faculty of equal or higher rank than that for which the applicant is applying may serve on the DPC.
3. The department chair (DC) is excluded from participation in the DPC.
4. The Chair of the DPC is appointed annually by committee acclamation. If a consensus is not achieved, the Department Chair will ask the Dean to appoint Chair of the DPC.
5. A minimum of five members of equal or higher rank to which the applicant is applying will vote on applications for tenure and/or promotion. In the case of an application for tenure, all five members must be tenured. If five members of equal or higher rank (or with tenure for those candidates applying for tenure) are not available within the department, a slate of qualified UHM faculty members will be suggested to the dean, who will select members.
6. A candidate may request one time to replace a DPC member or an ad hoc committee member. This would occur in the case of a candidate perceived COI.

7. The recommendation of the DPC will be determined by secret ballot and reported per UH guidelines.
8. A five-point rating scale will be used to evaluate the candidates teaching, research productivity, service, and value to the Department (Appendix 1).
9. Submission of materials by the faculty member for consideration is dictated by the schedule established annually by the UH System. Generally, material should be received by the DPC at least two weeks before the scheduled evaluations meeting. Late material may be considered up until the time that the DPC meets.
10. The DPC will submit a written report to the Department Chair for inclusion in the dossier noting the results of the vote for or against the candidate. No DPC member may abstain when the vote is called. Any member who anticipates that she/he may abstain in the vote related to a specific candidate should recuse themselves from the DPC discussion and vote for that specific candidate. For contract renewal, the candidate will be informed of the decision by the DPC and Department Chair within one week of each decision.
11. A narrative of the candidate's strengths and weaknesses and overall recommendation will comprise the report for inclusion into the dossier.
12. The DPC will meet and finalize its report in a timely basis, preferably no more than two weeks, once the application is received by the DPC for review.

B. Criteria, Expectations, and Guidelines for Tenure and Promotion

The department criteria and guidelines for tenure and promotion conform to *Criteria and Guidelines for Faculty Tenure/Promotion Application with reference to UHPA Contract*.

The illustrations listed below are for the purpose of assisting candidates in making a case for tenure or promotion. They are advisory only and are not to be used as criteria by reviewers at any level. The department expects that each candidate will have significant accomplishments in each of the three main areas of endeavor: Research (Scholarship), Teaching, and Service. Each dossier will differ one from another in relative effort and time spent in the three different areas, but the candidate should explain his or her contributions to each endeavor in the application.

a. Research

Publication of original research articles in refereed journals is considered the standard indicator of originality, independence, productivity, and recognition in one's field at a national, and/or international level, and are thus considered essential for tenure and promotion. Additional contributions are evidenced by the following:

1. Publications, including any of the following. It is expected that faculty who are seeking promotion and/or tenure based largely on research activities will have a significant number of peer reviewed publications appropriate for the rank they are seeking.
Ranked in order of importance:
 - a. original research articles in refereed journals
 - b. peer-reviewed books
 - c. invited articles, reviews and book chapters
 - d. articles reprinted in professional society meeting reports
 - e. refereed abstracts
 - f. unrefereed abstracts and communications
 - g. book reviews and letters to the editor
 - h. other publications (e.g. editorials, essays, web publications, white papers)

Quality is assessed by indicators such as citation index or h index.

2. Research support, evaluated on the following, ranked in order of importance:
 - a. funded extramural grants, subawards, and/or contracts.
 - b. funded intramural grants, subawards, and/or contracts.
 - c. approved but not funded extramural grants.
 - d. approved but not funded intramural grants.

Note: For c, d, the committee will take grant reviews and scores into consideration as indication of effort, but major national funding is expected prior to tenure and promotion to rank 4.

3. Local, national, and/or international recognition in one's field as evidenced by:
 - a. external, independent evaluations from recognized experts in the field.
 - b. service as an editor, editorial board member, or referee of a scholarly journal.
 - c. membership on a committee of, or service as a consultant to, a local national, or international scientific society or reviewing body
 - d. invitations to participate in symposia and workshops.
 - e. invited presentations at national or international conferences
 - f. receipt of awards and honors in one's field.
 - g. consultations by other professionals, media.
 - h. professional consultant to industrial organizations and government agencies
 - i. participation in national/international conferences in relevant areas as evidenced by (in order of importance): Presentation of keynote addresses, oral and/or poster presentations, submission and acceptance of abstracts.

Strong external, independent evaluations from recognized experts in the field are essential for tenure and promotion. Other indicators of national and/or international recognition in one's field would be considered supportive and will be assessed holistically.

4. Participation in university and medical school research opportunities such as:
 - a. biomedical symposia
 - b. medical school symposia, conferences, and special lectures
 - c. mentoring undergraduate, graduate, and medical students in directed research courses as 499, 699, 799, and thesis research as 700 or 800

Contributions listed under 4 above would be considered supportive, but would not substitute for original research articles in refereed journals, funded extramural or intramural grants, and strong external evaluations.

Note: The research component can be met by research in educational techniques and publication in peer-reviewed journals. Research at any level must be supported by a written record.

b. Teaching

All teaching must be done in a fair and professional manner with clear objectives of instruction and evaluation methods. For course directors, objectives in the form of a syllabus or equivalent should be provided. Evaluation of didactic teaching activity is mandatory, and the candidate's teaching narrative should show how student evaluation surveys have been solicited. The evaluations should be summarized for each course, and the surveys made available for review on request. The narrative should then show how the resulting criticisms and suggestions from the students were used to modify course content, examination scheduling, and examination format.

Willingness to teach in the area of one's expertise at any level appropriate to department function and in any role is important. This includes undergraduate, graduate, and medical school instruction. Team-taught courses and development of new courses are encouraged as are single-student courses at the 499, 699, and 799 levels (directed reading and/or research). Instruction may also include individual training and mentoring of graduate or undergraduate students in research.

Possible teaching activities include the following:

1. Serve as course instructor, director and/or manager of a major undergraduate or graduate course, certificate, or program.
2. Serve as PBL tutor/co-tutor.
3. Participate in team-taught undergraduate or graduate course(s).
4. Provide relevant content lectures in undergraduate medical education or graduate course(s).
5. Teach in an undergraduate medical education elective course.
6. Direct an undergraduate/graduate seminar course.
7. Teach directed reading/research courses: 499, 599, 699 or 600.
8. Provide instruction, training, and mentoring for Ph.D., M.S. medical, and undergraduate students when servicing as the primary student advisor

c. Service

Service is important in considering promotion and/or tenure. This is an important contribution to the individual's growth and development; support the functioning of the department, the school, and the university; and enhance the reputation of the university in the wider academic community. Possible service activities include the following:

1. Professional service as a committee member, officer, or manuscript reviewer in local, national, or international discipline-based societies.
2. Participation in study sections or panels of government funding agencies, such as NIH or NSF, or national or local funding agencies, such as foundations, is especially important in this area.
3. Participation in committees at department, school, or university level. Included in this activity is willingness to serve on dissertation and thesis committees.
4. Participation in Institutional Review Boards, such as Human Subjects or Animal Safety.
5. Participation in activities within the community off campus, such as science fair judge, presentations at community organizations, high schools, etc. This is the least important activity for consideration for promotion and should be done at a level that does not interfere with teaching, research, or other service.

Leadership in any of these services, such as being President/Chair/Director, Vice-President/Chair/Co-Director, and/or Secretary/Treasurer will be valued at a higher level.

C. Statement of Expectations for Periodic 5-Year Review of Tenured Faculty

The Periodic 5-Year Review of faculty is based upon Scholarship, Teaching, and Service. The UHPA approved procedures can be viewed through the following link:

https://manoa.hawaii.edu/ovcaa/faculty/pdf/periodic_review_procedures_2017-2018.pdf