

PERIODIC EVALUATION OF EARTH SCIENCES FACULTY

Adopted September 12, 1991

Modified, May, 2001, August 2020

In accordance with Board of Regents Policy 9-15, the criteria and procedures for the periodic evaluation of faculty in the Department of Earth Sciences, UH-Manoa, are stated below. All faculty members will be evaluated at least once every five years, or five years after undergoing a review for reappointment, tenure, or promotion, or after receiving a merit salary increase.

The evaluation will be carried out by the Department Chair, using the Reasonable Expectations and Evaluation Procedures below.

REASONABLE EXPECTATIONS

The basis for the evaluation is continued professional growth as evidenced by the quality, effectiveness, and continuity of activities in the areas of teaching, research and service. It is recognized that individuals develop in different directions during their professional careers, and furthermore, that Earth Sciences faculty have a considerable range of teaching, research and specialist appointments. Still, the Department expects all faculty members to participate in some teaching, research and service activities. This expectation may be met by excellent performance in one or more of the three areas, or superior performance in two or more. Since each individual case is unique we herewith provide general guidelines for the evaluation of these areas.

1. Teaching: Good teaching performance is expected of all faculty members. Evidence which will be considered for evaluation of teaching performance includes:
 - a. Student evaluations obtained over several semesters during the previous five years, using the standard Departmental student course evaluation forms.
 - b. Faculty colleague reaction as to the content and quality of courses taught: are they up-to-date, based on recent developments, and coordinated with the curriculum?
 - c. The teaching load, including the number, variety, and level of courses taught.

If teaching is to serve as a primary basis for a positive evaluation, excellence – not mere competence – is required. Tangible additional evidence must be available which demonstrates that the faculty member is truly an exceptional teacher, has a distinguished record in scholarly activities related to education, and/or has made significant contributions to the development and operation of the department's teaching program. Examples of accomplishments which will be evaluated in judging such excellence include:

- d. The solicited opinions of former students.
- e. Career success of former students, and adequate progress of present students.
- f. Presentation of departmental seminars.

- g. Publication of a well received textbook.
 - h. Production of audio-visual materials, computer software, poster displays, or other teaching aids which have been successfully utilized in the Department.
 - i. Organization of improved fieldwork and/or laboratory exercises.
 - j. Scholarly activities related to innovative educational techniques which have been reported in appropriate journals
 - k. Curriculum development work which has resulted in substantial improvements in the Department's teaching program.
 - l. Special citations, awards, grants for educational endeavors.
 - m. Activities in or for science education societies, such as presentation of educational papers at meetings, organizations of seminars or workshops, holding office, or performing other service.
 - n. Supervision of independent study programs.
2. Research: A faculty member should be recognized by colleagues, both here and elsewhere, for the depth and scope of personal contributions to the advancement of knowledge in his or her discipline. The kinds of evidence to be considered are the following:

- a. Research publications in refereed journals, monographs, review articles, and books in the previous five years; also other publications, such as reports and abstracts.

Minimum Publication Expectations for I, R, & I/R appointments, levels 3 and above:

Faculty are expected to publish at least four articles every five years in peer-reviewed journals or other peer-reviewed publications, such as significant review articles, monographs, or book chapters. The faculty member should be the first author on at least one of these publications, or second author where a student or post-doc is the first author.

Minimum Publication Expectations for Specialist Faculty:

Faculty are expected to publish at least three articles every five years in peer-reviewed journals or other peer-reviewed publications, such as significant review articles, monographs, or book chapters.

- b. Citation record of published works.
- c. Success in obtaining extramural funding, as a PI/PD, for research activities.
- d. Record of involvement with research students as an advisor, committee member, source of support, etc.
- e. Special honors such as fellowships; invitations to organize or participate in symposia; invitations to consult for government agencies, industry or professional societies; election to honorary societies; prizes; lectureships; editorships.

- f. Record of presentation of papers at national or international professional meetings, invited or contributing research seminars, and sabbatical leave activities.
 - g. Opinions of colleagues and research students at UH and elsewhere that support the individual's value to the Department's overall research capabilities and potential. Areas of specific concern include the faculty member's value in research consultation or collaboration, and as a member of thesis and dissertation committees.
3. Service: A faculty member is expected to render service to the Department, University, the Profession, and the Community. Service can take many forms and includes both administrative and committee work. The Department recognizes that senior faculty members often carry a larger share of such service activities, particularly as administrators and committee chairs.

Effective performance in administrative posts, especially as Department Chair, is recognized as an important service activity. In cases where an individual spends full time in an administrative position, this service may form the primary basis for the evaluation.

Contributions in the area of committee work must be judged by the positive results produced by the committee's recommendations (E.g., a new building or program, a change in Departmental curriculum or academic policy, healthy state of the Department, or other appropriate outcome). The evaluation of service will be based on evidence such as the following:

- a. Favorable recommendations from colleagues, committee chairs, department chairs, deans, and others concerning the effectiveness of administrative, committee, or other service.
- b. Involvement in professional service endeavors such as: planning of local, national, or international scientific meetings, symposia, etc; participation in local, national, and international scientific committees and advisory groups, and review of scientific journal articles and proposals.
- c. Exceptional service of a professional nature rendered to the community, as may be evidenced by publicity in the media, letters of appreciation, certificates of merit, and the like.

Evaluation Procedures

The evaluation process will follow the procedures described in the document "Procedures for Evaluation of Faculty at UH Manoa", attached hereto.