

PROCEDURES ON TENURE, PROMOTION AND CONTRACT RENEWAL

Department of Geology and Geophysics

University of Hawaii at Manoa

August 2001

(Assembled from appropriate sections of (1) Organization of the Department of Geology and Geophysics, and (2) Criteria for Promotion and Tenure, Department of Geology and Geophysics)

Department Organization

The Department of Geology and Geophysics is organized on the basis of its Faculty, a Department Chairman, eight Standing Committees, various Ad Hoc Committees, and Graduate Study-Area Groups. The Standing Committees are:

Alumni and Public Relations Committee

Curriculum Committee

Departmental Committee

Graduate Admissions Committee

Graduate Studies Committee

Personnel Committee

Personnel and Planning Committee

Student Committee

Standing committee service is normally for a two year term on a staggered, rotating basis. Each standing committee elects its own chair, sets its own procedures, and meets as needed to carry out its responsibilities as listed in the Organization of the Department (last major adoption November, 1986, amended April, 1997).

Department Expectations

It is expected that each faculty member will find the mixture of research, teaching, and service that best suits his or her abilities, inclinations, and nature of appointment. This includes:

A. Conduct scientific research and publish the results.

B. Offer and effectively teach courses designed to meet the needs of the Department.

C. Participate in education through conscientious advising and supporting of students.

D. Maintain, supervise, and improve critical department research facilities, train and assist facility users.

E. Participate in the functioning of the Department and its programs through service on committees.

Promotion and Tenure

Written criteria for promotion and tenure (adopted by GG Department, 2/95) are distributed to all faculty at the time of hire, and again when notification is received of intent to apply for promotion and/or tenure. These criteria detail expected accomplishments and on what basis an assessment will be made. Minimum qualifications for tenure and promotion as defined by the University (as approved on July 24, 1987 by the Board of Regents) apply in all cases. The Department's criteria are additional to the minimum qualifications of the University. R (Research) and I (Instructional) faculty are treated with the same criteria, S (Specialist) faculty are treated with somewhat different criteria.

It is the responsibility of the candidate to assemble all necessary information for promotion and/or tenure.

Outside evaluation by peers

For research and teaching faculty at least 5 letters of reference will be obtained by the Department from specialists in the candidate's field from outside the University. At least two of these will be selected from a list supplied by the candidate. For specialist faculty, the department will obtain 5 or more letters of reference from both internal facility users and individuals outside the University. The candidate must declare his or her intent to apply for promotion at least one month prior to the University deadline to allow time for receipt of these letters.

Department Personnel Committee

The Department Personnel Committee consists of all tenured bargaining unit 07 members with a home base in the Department of Geology and Geophysics. After due deliberation of the applicant's application, the DPC will vote by secret ballot and forward its results in writing to the Department Chair.

Contract Renewal

It is the responsibility of the faculty member to provide the department with an updated curriculum vitae every fall, including a complete list of publications, teaching endeavors, proposals submitted and grants received, and a list of Department, University, community, national and international service.

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of dossiers submitted by the applicant the DPC will vote by secret ballot and forward the result in writing to the Department Chair.