MEMORANDUM

TO: SOEST Faculty
FROM: Pat Cooper
Associate Dean for Academic Affairs

SUBJECT: Reminder Regarding SOEST Faculty Reviews

February 11, 2010

Your unit heads have already informed you of Dean Taylor’s intention to move ahead with faculty reviews. In preparation for the 2010 review cycle for SOEST Faculty, please provide your department chair or director with a summary of your scholarly (teaching, research, and service) activities for calendar years 2007 through 2009 by March 1, 2010 - for details, see suggested format, attached. Please make every effort to comply with that deadline, as your unit heads are required to submit their scores to the dean on March 17. Please limit your summaries to four pages or less.

If you have been employed by University of Hawaii for less than one year, there is no need for a review. If you intend to retire by December 31, 2010, there is no need for a review. For retirees, please submit copies of both your State of Hawaii Service Retirement Application and executed Personnel Notification Form to your department chair or director.

Attachment

cc: Brian Taylor, Dean
Juanita Andaya, Director of Administration
Suggested Format
SOEST 2007-2009 Triennial Evaluation Scholarly Activity Summaries

Due in Department Chair’s or Director’s Office: 1 March 2010
Who must submit a dossier: All Bargaining Unit 07 faculty who have been on the job for one year or longer
Maximum length: Four pages
Period covered by review: January 2007 - December 2009
What info to submit (in this order, please). Ignore any items that are not pertinent:
Instruction
- Courses taught each semester
- Percentage of each course taught
- Enrollment of each course taught
- Mean “Instructor grade” (0-5) on student evaluations for each course taught
- Graduate and undergraduate students supervised
- Graduate and undergraduate students supported by grants and contracts
- Evidence of teaching innovation and/or maintaining up-to-date teaching material (short narrative)
Research
- Articles published in refereed journals
- Scholarly books published or edited
- Number of citations each year**
- Funded grants and contracts (list, indicating PI or co-PI status)
- Grant and contract proposals submitted but not funded (list, indicating PI or co-PI status)
- Invited lectures, professional society offices, editorships, awards
Service
- Service on departmental, SOEST, university, community, and national/international committees
- Supervision of technical or engineering staff
- Service as administrator
- Entrepreneurial activities (e.g., holding of patents and copyrights)
Specialists only: Service in Specialty Area

**How to get your annual number of citations:
Use web browser to go to the UH-Manoa Library “Research Tools”:
http://library.manoa.hawaii.edu/research.html
Click “All Electronic Resources”
Type “science citation” in the box for “Search for Database or Journal Title”, click “Search”
Click “Science Citation Expanded Index”
Click again “Science Citation Expanded Index” (authenticate with your UH ID and password if necessary)
Click “Author Finder” (blue underlined link in the middle of the page)
Enter your name and initials, click “Next”
Click “Finish Now”
Click “Citation Report” on right margin
Total number of citations for each year is given in the green bar at the top of the resulting list
# Faculty Evaluation Guidelines, 2010

<table>
<thead>
<tr>
<th>Teaching and Research (I)</th>
<th>Research (R)</th>
<th>Specialist (S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching, 0-10 Points</td>
<td>Teaching 0-5 Points</td>
<td>Service in Specialty Area. 0-20 Points</td>
</tr>
<tr>
<td>Student evaluations, enrollments, number of courses taught; graduate student supervision, student support provided from grants and contracts; evidence of innovation in teaching and of maintaining up-to-date teaching materials</td>
<td>Student evaluations, enrollments, number of courses taught; graduate student supervision, student support provided from grants and contracts; evidence of innovation in teaching and of maintaining up-to-date teaching materials</td>
<td></td>
</tr>
<tr>
<td>Research, 0-10 Points</td>
<td>Research 0-15 Points</td>
<td></td>
</tr>
<tr>
<td>Measured by quality and number of articles in refereed journals, scholarly books (6); grant and contract activity (2); professional recognition, e.g. number of citations, invited lectures, professional society offices, editorships, awards (2)</td>
<td>Measured by quality and number of articles in refereed journals, scholarly books (7); grant and contract activity (4); professional recognition, e.g. number of citations, invited lectures, professional society offices, editorships, awards (4)</td>
<td></td>
</tr>
<tr>
<td>Service, 0-5 Points</td>
<td>Service, 0-5 Points</td>
<td>Other, 0-5 Points</td>
</tr>
<tr>
<td>Effective performance in supervising technical or engineering staff in operation of facilities; service on committees, as administrator, chairperson; service to SOEST, UH, and to the community at large, both professionally and in other capacities; entrepreneurial activities, e.g., holding of patents and copyrights.</td>
<td>Effective performance in supervising technical or engineering staff in operation of facilities; service on committees, as administrator, chairperson; service to SOEST, UH, and to the community at large, both professionally and in other capacities; entrepreneurial activities, e.g., holding of patents and copyrights.</td>
<td>Teaching, research, professional society offices, community service, etc.</td>
</tr>
</tbody>
</table>

*Exceptional performance in any of these categories may merit additional points in excess of the maximum.


*** March 1, 2010 Deadline for faculty to submit materials to unit head.