

PERIODIC EVALUATION OF OCEANOGRAPHY FACULTY

November, 1987

In accordance with Board of Regents Policy 9-15, the criteria and procedures for the periodic evaluation of faculty in the Department of Oceanography, UH – Manoa, are stated below. All faculty will be evaluated at least once every five years. Specifically exempted from this type of evaluation are faculty who have undergone review for reappointment, tenure, or promotion, or who have received a merit salary increment during the previous five-year period.

The evaluation will be carried out by the Department Chair using the “Reasonable Expectations” and “Evaluation Procedures” below. It should be kept in mind that very few faculty will perform evenly in all areas of endeavor, and that there is a great deal of acceptable variability in emphasis and achievement among individuals. It is anticipated that at a minimum the faculty maintain the standards as a set forward in the Department’s minimum qualifications for promotion and tenure.

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 lifetimes. Because each individual case is unique we provide herewith general guidelines for evaluation in the areas of teaching, research, and service.

1. Teaching: Good teaching performance is expected of all faculty. Evidence which will be considered for evaluation of teaching performance includes, but is not restricted to:
 - a. Student evaluations obtained over several semesters during the previous five years, using the standardized student evaluation forms supplied by the Department of Oceanography.
 - b. Faculty-colleague reaction concerning 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- the number and variety of courses taught.
 - d. Special citations, awards and/or grants for educational endeavors.

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.
 - b. Citations record of published works.
 - c. Success in obtaining extramural funding 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 organized or participate in symposia; invitations to consult for governmental agencies, industry, or professional societies; election to honorary societies; prizes; lectureships; editorships.
 - f. Record of presentations 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 U.H. 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/ 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 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 any be evidence 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 U.H. Manoa," attached hereto.