Per the resolution passed at the University of Hawaii at Manoa Library Faculty Senate meeting on August 21, 2012, the Library Personnel Committee will observe the following procedures for 2012 tenure and/or promotion applications.

For applicants who are not department heads at the time of their applications:

The applicant will be asked by his or her Department Head to provide, in writing, to the Department Head, three to five names and addresses of respected professionals in the applicant’s field(s) of endeavor who are not at the University of Hawai‘i, Mānoa.

The applicant will also be asked at this time to provide to the Library Administration Office a current copy of his or her curriculum vita.

The applicant's Department Head will:

- choose 2-3 names from the applicant’s list and indicate in writing that these individuals should be contacted;
- identify 2-3 more known professionals in the applicant’s field(s) of endeavor who are not at the University of Hawai‘i, Mānoa and who are professionally capable of assessing the applicant’s work objectively;
- deliver to the Library Administration Office as soon as possible:
  - the applicant’s list of 3-5 names and addresses, with a written indication by the Department Head of which individuals should be contacted, and
  - the separate list of names and addresses of professionals identified by the Department Head;
- sign the letter prepared in his or her name by the Library Administration Office.
For applicants who are department chairs at the time of their applications:

The applicant will be asked by the Library Personnel Committee to provide, in writing, to the Library Personnel Committee, three to five names and addresses of respected professionals in the applicant’s field(s) of endeavor who are not at the University of Hawai‘i, Mānoa.

The applicant will also be asked at this time to provide to the Library Administration Office a current copy of his or her curriculum vita.

The Library Personnel Committee will:
- choose 2-3 names from the applicant’s list and indicate in writing that these individuals should be contacted;
- identify 2-3 more known professionals in the applicant’s field(s) of endeavor who are not at the University of Hawai‘i, Mānoa and who are professionally capable of assessing the applicant’s work objectively;
- deliver to the Library Administration Office as soon as possible:
  - the applicant’s list of 3-5 names and addresses, with a written indication by the Library Personnel Committee of which individuals should be contacted, and
  - the separate list of names and addresses of professionals identified by the Library Personnel Committee.

The Chair of the Library Personnel Committee will:
- sign the letter prepared in his or her name by the Library Administration Office.

For all applicants:

Applicants should not contact possible external evaluators.

An evaluator should be at or above the rank aspired to by the applicant.

External evaluators should be professionally capable to assess the applicant’s work objectively and comment on its significance in the discipline.
**Guidelines for Library Administration Office:**

Approximately the same cover letter soliciting the evaluation should be sent to each evaluator. The Department Chair or Chair of the Library Personnel Committee (as applicable) should keep a copy of each letter. A curriculum vita will be included with the letter. The purpose of the request is to obtain an opinion about the professional contributions which the applicant has made and not to determine whether or not the applicant would receive tenure/promotion at another institution.

The confidentiality of such evaluations is of great concern. The following paragraphs should be included in the letter to external evaluators:

Your review of ____________ is for the sole purpose of helping the faculty and administration of the University of Hawai‘i at Mānoa to evaluate this faculty member for promotion and/or tenure (use appropriate phase). Your identity as a confidential referee will not be shared with this applicant and we will do our best to maintain the confidentiality of your evaluation.

The faculty and administration of the University of Hawai‘i greatly appreciate your willingness and efforts in evaluating and commenting on the work of this faculty member.

When the external evaluations arrive in the departmental office, necessary steps should be taken to ensure that the evaluation is kept confidential. The procedure for handling the evaluation should include the following:

1. Mark the letter “Confidential” as soon as it arrives. Do not show the letter to the applicant at any time.

2. Make seven (7) copies of the letter and assemble eight (8) sets of confidential letters (original + 7 copies). One set of confidential letters should be included with each copy of the dossier.

3. Place the confidential letters in eight (8) manila envelopes marked “CONFIDENTIAL” and with the applicant’s name. Include inside each envelope a listing of the reviewers, their institutional and disciplinary affiliations and whether they came from the candidate’s or the department’s list. Also include a copy of the letter sent to external reviewers.

4. On page 5.2, Department Assessment (Section E, Confidential Letters of Evaluation), indicate the number of confidential letters solicited by the department and the number of confidential letters received by the department. Do not list the authors of the confidential letters in this section.
5. In Summer 2013, when the final decisions are announced, a brief letter should be sent to each of the external reviewers informing them of the disposition of the case and thanking them once again for their efforts on behalf of the department, the college, and the UH Mānoa. In the case of a negative decision, departments must confirm with the Mānoa Chancellor’s Office that any appeal has been resolved prior to contacting the reviewers.