MEMORANDUM

TO: Randolph G. Moore  
   Chairperson, Board of Regents

VIA: David Lassner  
     President

VIA: Robert Bley-Vroman  
     Interim Chancellor

FROM: Reed Dasenbrock  
      Vice Chancellor for Academic Affairs

SUBJECT: Materials for Academic and Student Affairs Board of Regents Committee Meeting

Please see the attached slides on UH Mānoa's tenure review process to be discussed at the Academic and Student Affairs BOR Committee meeting on Thursday, November 5, 2015.
Review of Tenured Faculty
Periodic Review

• Process for review grounded in Board of Regent’s Policy (RP 9.213)

• Also impacted by Hawaii Labor Relation Board’s 1984 decision

• Resulted in negotiated process for Manoa for reviewing tenured faculty

  • Look at the Preamble for guidance on underlying philosophy
    • The process will not undermine the concepts of academic freedom and tenure
    • There is the underlying presumption of competence regarding the performance of the faculty

• The Procedures for Evaluations of Faculty at UH Manoa have been negotiated with UHPA

• Previous revision was in 1997, recent revision in 2014
Exemptions for Review

All tenured faculty are **reviewed at least every 5 years**, unless one of the following obtains:

- Faculty have been reviewed for tenure and/or promotion, or have received a merit special salary adjustment within the last five years (e.g., this year, reviewed during AY 2010–2011 or after)
- Faculty who have undergone the Periodic review during AY 2010–2011 or after
- Faculty who have retired, or state in writing their intention to retire, within the next two years (on or before June 20, 2017)
- Faculty on sabbatical or leave without pay during 2015–2016 who would otherwise be up, may be deferred until the next cycle
- Faculty who have submitted an application for promotion this AY may be deferred until the next cycle
Revisions in 2014

Entered into negotiation with UHPA to address some of the difficulties with this process.

1. A process for review in non-departmentalized units and small units without standing DPCs.

2. Limits for faculty who state that they are going to retire.

3. Options for Department Chairs to address issues before they rise to the level of a deficiency.

4. Option for the Dean to end a Professional Development Plan.
Process

Summer:
OVCAA notifies units to identify faculty up for review

September 1
Chair notifies faculty member

December 1
Faculty member submits academic profile

February 1
Chair completes review of the academic profile
  • No deficiencies: notify Dean and faculty member
  • Deficiencies: negotiated process

February 29
Dean reviews if disagreement as to deficiencies

April 1
PDP developed if deficiencies

April 15
Dean reviews ongoing PDPs

May 27
Dean transmits PDP status reports and newly initiated to OVCAA
## Process

**Summer:**

OVCAA notifies units to identify faculty up for review

### Table: Faculty Up for Review

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<thead>
<tr>
<th>Name</th>
<th>Division</th>
<th>Staff</th>
<th>Section</th>
<th>Grade</th>
<th>Tenure</th>
<th>Exemption Year</th>
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Process for Addressing Deficiencies

• If a Chair identifies deficiencies – discuss with faculty member
• If a faculty member agrees with identified deficiencies – work together to develop a Professional Development Plan (PDP)
• Due to the Dean by April 1st
• If a faculty member disagrees with the deficiencies identified by the Chair – issue goes to the Dean
• If the Dean agrees with the Chair and the faculty member continues to disagree – issue goes to a Manoa Faculty Evaluation Review Committee
Performance Development Plan

- The Periodic Review of faculty begins with the assumption of competence on the part of all faculty.

- If deficiencies are found, then the PDP is to address the deficiencies and to assist the faculty in returning to full functioning.

- For PDPs to be helpful, they need to specifically articulate the areas of deficiencies, tie them back to the criteria, articulate what the faculty member needs to do to improve, provide a reasonable timeframe, and identify any resources needed to assist.

- Recommend PDPs only for one year at a time.
How do we know if there’s a Problem?

• If a faculty member does not turn in an Academic Profile
• If a Chair does not complete the review
• If a Dean does not provide information on the reviews in the College
PDP
Status Reports

• Once a faculty member is on a PDP, s/he must submit progress summaries to the Chair

• In the Spring, the Chair informs the Dean about the progress
  • Specific accomplishments
  • Progress toward goals and what action taken if no progress
  • Additional resources necessary
  • Revision to PDP

• The Dean then decides whether to continue the PDP or not
Ending a PDP

- A PDP can be ended when a faculty member has successfully accomplished goals

- The 2014 revisions to the Procedures clarify that a Dean can also terminate a PDP if there is not sufficient progress

- If the PDP is terminated and is declared unsuccessful, the Dean can proceed to termination via progressive discipline

- Periodic Review is for when faculty need assistance to return to full level of work

- If that does not work, then move from a collegial process to the Dean overseeing