I. PROCEDURES

Assessments and any recommendations regarding tenure and promotion are made by the Personnel Committee and by the Department Chairperson.

The voting membership of the Personnel Committee is comprised of seven tenured members of the Department, elected representatives from the Japanese section (2 from language/linguistics and 1 from literature), the Chinese section (1 from language/linguistics and 1 from literature), and the Korean section (1). The Committee elects its own chairperson.

The Chairperson of the Department will temporarily suspend any regular member of the Committee 1) whose rank is lower than that of the applicant (see UHPA contract, Article X, B. p. 18), 2) who has been eliminated by the “conflict of interest” provision. The Chairperson of the Department shall appoint a temporary replacement(s) of either same section and/or discipline of such member(s) so that membership of the Committee will not be reduced to less than five.

The Personnel Committee evaluates all available evidence during its discussions of each candidate, and after a written ballot submit an assessment (see UHPA contract, Article XII, E. 1., p. 22). This assessment is forwarded with the Committee's written recommendation, if they so choose, and selected papers of the candidate to the Department Chairperson. The Department Chairperson separately reports his or her recommendation and the reasons for it. The applicant shall be allowed to inspect the Department’s copy of his/her Promotion/Tenure dossier—subject to the existing rules of the department if available —once the DPC has made its assessment and recommendation.

It is the responsibility of the candidate to see that the Departmental personnel records on file are complete. The candidate should assure that copies of supporting documents are available well in advance of the time when the case will be considered by the Personnel Committee.

The candidate's versatility and competence as a teacher may be demonstrated by student evaluations, by colleague evaluations of teaching ability and potential, and by evaluation of any materials submitted by the candidate in evidence of teaching quality.

The candidate's excellence in research will ordinarily be evidenced by periodic publication and presentation of papers at conferences. Other forms of evidence will also be considered, including evaluations solicited from leading scholars in the candidate's field of study selected from a list of potential referees supplied by the candidate. In addition, the committee should also solicit evaluations from scholars not on the list and the candidate of so doing. The candidate will not be given the names of the additional referees, but will be given the chance to notify the Committee if there are any scholars whom the candidate would prefer that the Committee not consult. Normally the Committee should respect the candidate's wishes.
The quality of the candidate's service to the Department, the University, the profession, and the community may be evidenced by records of serving on or chairing committees, statements from supervisors regarding the quality of any service, letters of appreciation for services rendered, etc.

II. CRITERIA

A. The Departmental Personnel Committee (DPC) shall apply the following criteria in evaluating all tenure and promotion cases in addition to those specified by the University (see attachment):

1. Teaching

   In judging teaching performance, evidence shall be ranked in the following order of importance:

   a. Peer and student evaluations of classroom performance
   b. Awards in recognition of teaching
   c. Authoring of published textbooks, educational software applications, etc.; grants for developing such materials
   d. Student theses and term papers directed by the applicant
   e. Unpublished teaching materials

Guidelines:

- A “textbook” is a reference work, self-study guide, or classroom text the main purpose of which is to synthesize and present well-accepted basic information for the benefit of students. In borderline cases, books that lack a bibliography or a list of works cited; make little or no use of footnotes or endnotes; do not contain an index; are divided into lessons rather than chapters; or include exercises and drills will be presumed to be textbooks rather than the products of research.

- “Educational software applications” are computer programs for the delivery or review of instruction via tutorial, drill-and-practice, or simulation techniques.

- Grants from funding sources for which competition is keen (e.g. federal grants) should carry more weight than grants from other sources.

- “Desktop publishing” by an individual (i.e. reproduction without commercial distribution) should not be considered publication. However, printed material need not actually be in print and on sale in order to be considered “published”: a work will be considered “in press” if a formal contract has been signed and the manuscript is in the hands of an editor.

2. Research
In judging research, evidence will be ranked in the following order of importance:

a. Books presenting original ideas and research results; annotated translations of a scholarly nature
b. Invited or refereed articles in scholarly journals; chapters in multi-author volumes; computer software to aid in long-term research and development work
c. Popular translations of significant literary works
d. Research grants; solicited book reviews
e. Invited keynote speaker
f. Invited or refereed conference presentations
g. Citations in the literature; other conference presentations; contributions in non-scholarly publications.

Guidelines:

- In deciding whether a book or article is “in press,” the same principles apply as for textbooks.
- Likewise, the same principles used in evaluating grants for the development of teaching material should apply in the case of grants for research.
- “Translations of a scholarly nature” are typified by a substantial introduction, presenting the translator's original ideas on the content and history of the translated work(s); extensive annotation; one or more indexes; and often a glossary and one or more appendixes. (Waley's translation of *Tao Te Ching* is a book of this kind.) A “popular translation,” such as the translation of a modern novel, generally lacks most or all of these items.
- A “refereed” journal is one that accepts articles for publication only if recommended by one or more anonymous reviewers. In some countries, such as Japan, academic journals often do not even accept unsolicited manuscripts; hence, “invited articles” are also included in category (b). Brief articles written for journal of small circulation should not be given as much consideration as those published in large-circulation journals of recognized academic stature.
- Writing computer software for only one specific purpose (e.g. delivery of instruction on one aspect of a particular topic) should not be considered research; however, software that can be used for more than one research project or is necessary for the development of several end-user applications (e.g. a textual analysis package, a database of cognates in a group of languages, etc.) may be considered as research in its own right.
- In evaluating books and articles, the academic reputation of the publisher ought to be taken into account. For example, a book published by University of Chicago Press...
should be weighted more heavily than one from Passport Press. Likewise, an article in the Journal of the American Oriental Society ought to be given greater consideration than one appearing in The East. Reviews should be taken into account when available.

In evaluating published research, quality is more important than quantity. For example, a single book presenting new data or insights that make some headway in resolving a persistent problem widely acknowledged to be of central importance should be valued more highly than many articles that uncritically survey earlier views, restate well-known ideas, or merely develop an idiosyncratic language of discourse in a particular field.

3. Service

In judging service, evidence will be ranked in the following order of importance:

a. Election to the board of an international and national academic organization; serving as a grant proposal reviewer, manuscript referee, or a peer evaluator for another university
b. Organization of a symposium, panel, or colloquium for a national or international academic conference
c. Election to the board of a state or local academic organization
d. Special committee work within the University; service in any non-academic professional organization
e. Unremunerated public service related to the applicant's professional qualifications

Guidelines:

Examples of “academic organizations” are the Association for Asian Studies and the Linguistic Society of America. The American Association of University Professors, on the other hand, is a “non-academic professional organization.”

A modest, unsolicited honorarium should not be considered remuneration; i.e., accepting such a gift should not disqualify an activity as service. On the other hand, consulting and lecturing for which payment is expected or arranged for in advance should not count as service. Such consulting and lecturing might, however, qualify as an extramural teaching or research activity.

B. Applicants for promotion (whether already tenured or not) must meet the following criteria:

1. For promotion to Assistant Professor (I-3):

   An earned doctorate in an appropriate academic discipline

   A dissertation judged by the DPC to be of satisfactory quality
2. For promotion to Associate Professor (I-4):

- Demonstrated excellence in teaching (see A.1 above)
- Satisfactory performance in all three areas (teaching, research, and service)
- Demonstrated excellence in teaching or research (specifically, research quality worthy of Graduate Faculty membership)
- Evidence of recognition by scholars in the field outside the University, particularly in the area of research

3. For promotion to Professor (I-5):

- All the criteria required of applicants for I-4
- Evidence of significant scholarly achievement since the applicant's last promotion; e.g., a scholarly book, five or six articles in the more discriminating academic journals, or other concrete evidence of scholarly contributions

Guidelines:

- These criteria apply to promotion, not to new hires
- Seniority alone cannot be grounds for promotion
- Being tenured alone cannot be grounds for promotion
- The DPC will make every effort to evaluate in detail evidence it collects, particularly as regards the quality of an applicant's research. This function must not be neglected because persons further down the line in the decision-making process cannot be expected to have the specialized knowledge needed to make informed judgments in these matters. In the case of an irreconcilable disagreement, the DPC may choose to file “majority” and “minority” reports in this part of its assessment.

C. Applicants for tenure must meet the criteria for the rank at which they will be tenured, and demonstrate promise of continuing excellence in teaching, research, and service within the framework of the Department's needs, present and future.
Promotion Criteria for Specialist Faculty

To be considered for promotion, the candidate must meet the minimum qualifications established by the Board of Regents for the rank to which the promotion is sought. In addition, the candidate must also meet the Criteria as established by the unit. Promotion should be seen as more than meeting the minimum requirements. Promotion is the acknowledgement of the candidate’s professional growth as evidenced by the quality, effectiveness, and continuity of the candidate’s effectiveness in realizing the goals and mission of the EALL.

1. Promotion to Assistant Specialist (S-3):

   - The specialist must provide evidence of competence, productivity and increasing professional achievement and maturity in the performance of assigned duties.
   - Training represented by a Master's degree and 30 credits of graduate study beyond the Master's from a college or university of recognized standing with major work in a field closely related to the position involved is required.
   - In addition, there should be evidence of ability to perform duties calling for independent professional judgment in the field of specialization, evidence of productivity and an indication of the capacity to supervise clerical help and at least three years previous experience at the next lower rank or equivalent.

2. Promotion to Associate Specialist (S-4):

   - The specialist must provide evidence of increasing professional maturity in the professional specialization and in performance of duties in the rank of Assistant Specialist, including evidence of the ability to competently exercise independent professional judgment in the field of specialization.
   - Training represented by a doctorate from a college or university of recognized standing with major course work and dissertation in a relevant field is required.
   - At least four years of experience in the appropriate specialty in the next lower rank or equivalent are required.
   - The specialist must demonstrate the ability to plan and organize assigned activities and to supervise the work of assistants, if appropriate.
   - The specialist must demonstrate a level of professional achievement which reflects his/her stature as a contributor to the standards, techniques and methodology of the profession in comparison with peers active in the same field.
   - The comparison peer group consists not only of UHM colleagues, but the whole of the professional community active at comparable institutions of higher education. In general, contributions of such a nature as to permit critical review and facilitate use by other professionals is of first importance in establishing professional achievement.
   - There must be evidence of interaction with the broader professional community beyond the University of Hawai‘i.
3. **Promotion to Specialist (S-5):**

- The specialist must provide evidence of increasing productivity and professional maturity in the performance of duties in the rank of Associate Specialist, including evidence of the competent exercise of independent professional judgment in the field of specialization.
- Training represented by a doctorate from a college or university of recognized standing with major course work and dissertation in a relevant field is required.
- At least four years of experience in the appropriate specialty in the next lower rank or equivalent are required.
- The specialist must provide evidence of successful planning and organization of assigned activities, including the supervision of assistants, if appropriate.
- The specialist must demonstrate a level of professional achievement, which establishes his/her stature as a substantial contributor to the standards, techniques, and methodology of the profession. This stature is not only with respect to UHM colleagues, but the whole of the professional community active at comparable institutions of higher education. In general, contributions of such a nature as to permit critical review and facilitate use by other professionals are of first importance in establishing professional achievement.
- There must also be evidence of significant interaction and leadership with the broader professional community beyond the University.

Note: Attach UHM Criteria and Guidelines for Faculty Tenure/Promotion