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Mānoa Chancellor's Office

2/25/2010  
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Date

## Faculty Expectations for the School of Accountancy

### PREAMBLE

Tenured faculty in the School of Accountancy (SOA) of the Shidler College of Business (SCB), University of Hawai'i at Manoa (UHM), are expected to engage in teaching, scholarly endeavors, and service activities. This document provides the expectations for the tenured faculty of the SOA in each of these areas in accordance with the UHM procedures for faculty evaluation. For the purposes of this document department shall refer to the SOA and department head shall refer to the director of the SOA.

Standards for Graduate Faculty status and Accreditation are documented in Shilder College policies and not repeated here.

### EXPECTATIONS

#### Teaching

Tenured faculty of the SOA are expected to teach their assigned classes in accordance with all applicable procedures and policies of UHM.

The faculty member shall document teaching activities by providing a teaching portfolio that may include syllabi, students teaching evaluations, examples of teaching materials, and statement of teaching philosophy.

#### Scholarly Endeavors

During the five-year review period a tenured faculty member is expected to engage in at least 20 scholarly endeavors from the following list:

1. Gathering data. This would include (but is not limited to) mailing out questionnaires, gathering relevant data from a large commercial database such as compustat, trips to interview people, telephone surveys, etc.
2. Analyzing data. The summary and/or statistical analysis of data.
3. Review of the literature. This includes on-line as well as off-line searches of the literature and reading of the literature.
4. Writing up the results of a study in working paper form.
5. Submitting a manuscript to a journal or a conference.
6. Revising a manuscript and resubmitting it to a journal.
7. Having a manuscript accepted for publication.
8. Reviewing a manuscript for a journal or a conference (if several revisions of the same paper are reviewed, the review of each revision counts as one endeavor).
9. Presenting a paper at a scholarly meeting or conference.
10. Being a discussant or moderator at a scholarly meeting or conference.
11. Conducting a workshop at a scholarly meeting or conference.
12. Being the editor of a journal.
13. Being on the editorial board of a journal.
14. Mentoring a junior faculty member in research matters.
15. Writing a chapter for a book.
16. Attending a scholarly meeting or conference.
17. The equivalent of any of the above.

### **Interpretation**

The faculty member shall document scholarly activities by recording the date or period of time for which the scholarly endeavor activity took place and describing the activity. Each distinct activity is considered one endeavor. Ongoing activities would be considered one endeavor for each year they are in process.

### **Service**

During the five-year review period a tenured faculty member is expected to engage in at least 10 service activities from the following list:

1. Belong to a professional organization.
2. Be a member of a committee of either the SOA, the SCB, UHM, or a professional organization.
3. Be the chair or officer of a committee of the SOA, the SCB, UHM, or a professional organization.
4. Attend a professional conference or meeting.
5. Be the advisor for a student organization at UHM.
6. Be a speaker at a professional meeting or conference.
7. Be a session leader at a professional meeting or conference.
8. Conduct a workshop at a professional meeting or conference.
9. The equivalent of any of the above.

### **Interpretation**

The faculty member shall document service activities by recording the date or period of time for which the service endeavor activity took place and describing the activity. Ongoing activities would be considered one endeavor for each year they are in process. Activities are not exclusive.

## **IMPLEMENTATION**

Those faculty undergoing a post tenure review that includes the period when these expectations were adopted shall be given a choice of either having these expectations apply to the entire five year period or only apply to the portion of the five year period that occurred after these expectations were adopted on a pro rata basis.

If written notification that the faculty member was not meeting expectations was made, the faculty should provide evidence that the deficiency has been corrected or that the written notice was in error. If the deficiency has been corrected at the time of the five year review, or evidence is given that the written notice was in error, the faculty member shall be considered to be meeting the expectations.

Detailed implementation of this policy should be based on Board of Regents' Policy part 9-13 and UHPA procedures for evaluation of faculty at University of Hawaii at Manoa as revised in 2014.

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## **AMENDMENTS**

Amendments to these faculty expectations require the concurrence of both the majority of tenured faculty and the majority of all full-time faculty members.