SCHOOL OF ACCOUNTANCY PROCEDURES GOVERNING TENURE, PROMOTION, AND CONTRACT RENEWAL

Passed on 2/10/2025

These are the School of Accountancy Procedures referred to by Article X of the HPA/BOR agreement.

I. PROCEDURES FOR APPLICATIONS FOR PROMOTION OR TENURE

A. External Referees

1. The candidate will nominate up to six outside reviewers. The outside reviewers must have at least the rank that the candidate is applying to. People who are close personal friends or members of the candidate's doctoral Committee must be avoided. This list will be given to the Director of the School of Accountancy.
2. In selecting outside reviewers, university policy, as stated in the Criteria and Guidelines for Faculty Tenure/Promotion application the University of Hawaii at Manoa's most recent version, will be followed. The Director of the School of Accountancy, in consultation with the Chair of the DPC, will write to three of these people [chosen by the applicant] and add three more names of other known scholars who can evaluate the applicant's work. If the scholars turn down the request or do not send their reviews in a timely manner, then the Director, in consultation with the Chair of the DPC, will write to additional qualified scholars to replace the scholars who were unable to provide an evaluation.
3. The same cover letter soliciting the evaluation should be sent to each evaluator. The Director of the School of Accountancy should keep a copy of each letter. The letter will go out under the Director's supervision and signature.
4. The curriculum vita will be included with copies of the applicant's scholarly contributions as selected by the applicant.
5. The purpose of the request is to obtain an opinion about the scholarly contributions that the applicant has made and not to determine whether or not the applicant would receive tenure/promotion at another institution.

The letter should state, unless changed with the permission of the applicant:

APPLICANT'S NAME of our School of Accountancy is being considered for promotion to the rank of Associate or Full (use appropriate phrase) Professor. As part of our review process, we require external reviews.

The objective of this letter is to request your opinion about the scholarly contributions which the applicant has made and not to determine whether or not the applicant would receive promotion at your institution. We ask for your opinion of the scholarly contributions which the APPLICANT'S NAME has made.

Your review of Professor ___is for the sole purpose of helping the faculty and administration of the University of Hawaii at Manoa to evaluate this faculty member for promotion and/or tenure (use the appropriate phrase). 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 Hawaii greatly appreciate your willingness and efforts in evaluating and commenting on the work of APPLICANT'S NAME.

Sincerely,

Director

B. Review of Dossiers

1. Dossiers shall be reviewed in accordance with University Guidelines and the UHPA/BOR agreement.
2. Applicants may add additional information to Dossiers after the deadline for submission for applying for promotion or tenure until the dossier is transmitted to the Dean.
3. As per the UHPA/BOR agreement, no anonymous material shall be made a part of any dossier. Anonymous material shall include but not be limited to hearsay, rumors, and gossip. This does not preclude the applicant from including solicited letters, testimonials, and any other evidence supporting his/her contributions to scholarship, teaching, or service as long as the source is clearly indicated.
4. A judgment of the applicant's personality shall not become a part of any dossier.
5. If the DPC or the Director of the School of Accountancy makes any negative recommendation for a promotion or tenure application, the applicant shall have the right to prepare a rebuttal statement, which will be affixed to the dossier after the negative comments before transmittal to the next level of review.

C. Conduct of DPC meetings

1. There shall be secret ballot voting of all final votes.
2. All tenured members of the SOA faculty are voting members of the DPC with the following exceptions: a. only those members of the DPC of a rank equal to or higher than the rank to which the applicant has applied may vote. b. Faculty with an application pending before the DPC may participate in all activities of the DPC that they would ordinarily participate in, except for matters pertaining to their own application. c. The applicant may eliminate any member of the School of Accountancy Faculty who has a pending action before the DPC from serving on his/her DPC. In addition, an applicant can eliminate up to one additional member of the School of Accountancy faculty from serving on his/her DPC.
3. When there are fewer than five tenured members eligible to serve from the School of Accountancy, the applicant can nominate additional members to bring the number up to five. In these circumstances, the Dean may constitute a Faculty Personal Committee in consultation with the Director. This ad hoc Faculty Personal Committee will be made up of all School of Accountancy tenured Faculty with an appointment of .25 FTE or greater and additional tenured Faculty members from related disciplines in order to bring the number up to five. In selecting the additional members of the Faculty Personnel Committee, the Dean and Director shall consider the applicant's nomination(s). Any tenured member of the University of Hawaii at Manoa with a rank equal to or higher than the rank the applicant is applying to is eligible to be selected.
4. The DPC will make an assessment and recommendation of the applicant's strengths and weaknesses. After this process is complete the DPC chair will provide the applicant with a copy of the DPC's assessment and the vote total for the recommendation.
5. The DPC shall base its decision solely upon the evidence provided in the applicant's dossier. The DPC may request additional material from the applicant, but the applicant may decline to provide the information . In the DPC's request for additional information, they must reference the specific part of the tenure and/or promotion guidelines that the material will provide evidence for and indicate how they will use that material in making their recommendation.

6. The Chair of the DPC shall be selected from among the members of the DPC that do not have a personnel action pending.
7. The Director shall not participate in the deliberations of the DPC nor influence the DPC's written assessment. The Director shall make a separate and independent assessment and recommendation.

D. Extension of Probationary Period.

If requested by the Dean to consider an application for the extension of the probationary period, the DPC and SOA Director shall make their recommendation based on their assessment of the applicant's ability to meet the requirements for tenure by the end of the extended probationary period.

E. Renewal of Contracts During the Probationary Period.

The reappointment recommendation form is initiated by the Director. The form will provide for the assessment by the Director and the DPC of the Faculty Member's performance. The form is passed to the DPC, which will include its assessment and recommendation with the form and transmit the material to the Director who will make an assessment and recommendation. The Director will then show the assessments and recommendations to the Facutly Member concerned before forwarding the same material to the Dean.

F. Assessment of Faculty on Limited-Term Contracts

Historically, the SOA has had F2 (I2) faculty on limited-term contracts as provided for in Article XI, C of the UHPA/BOR agreement and continues to do so. These contracts are for three years, with the expiration term of the contract rolling forward one year at the end of each year of the three-year term. At the discretion of the F2 (I2) faculty, he or she may renew their contract by submitting an application prior to the expiration of their three-year contract. Upon submission of an application, the DPC will meet and provide an assessment of a faculty member on a limited contract's strengths and weaknesses and, if desired by the DPC or the Director, make a recommendation regarding rolling their three-year contract forward by one year.