

UNIVERSITY OF HAWAII - WEST O`AHU

ANNUAL EVALUATION AND CONTRACT RENEWAL RECOMMENDATION

Name _____

Department/Division/Program _____

- Probationary Review (tenure track faculty)
 Non-tenure track faculty

Classification/Rank _____

College/Center _____ % FTE _____

Date of Initial UHWO appointment _____

Period covered by this evaluation From: _____ To: _____
(Check your PNF for the above information)

This evaluation should assess each faculty member's performance in accordance with Article XII,A. Of the 2003-2009 UHPA-BOR/UH Agreement as follows: "...the Faculty Member's performance has been assessed for strengths and weaknesses and has been rated as satisfactory, that there is a continuing need for the Faculty Member's services at the University, and that the Faculty Member has made the professional improvement or has demonstrated the professional and personal qualities needed by the department...."

Please attach brief written narrative assessments of this faculty member's teaching, research and service (for Instructional faculty: Research, Specialist, Librarian, and Agent Faculty should be evaluated in appropriate categories). This narrative will be used solely for determining contract renewal and is not part of the tenure and/or promotion process. If your evaluation identified concerns, it is suggested that you include specific comments to help this faculty member improve in the areas of weakness(es). In addition, please comment on the future need for the position each time the applicant is renewed (see the 2003-2009 UHPA-BOR/UH Agreement Memorandum of Understanding regarding "Future Need").

Assessment by Faculty Personnel Committee

Assessment by Division Chair/Program Director

- A. Written narrative by appropriate categories (please attach)
B. Overall rating: ___ Satisfactory ___ Unsatisfactory
C. There is a future need for this position: ___ Yes ___ No
D. Recommendation for annual renewal of contract:
___ Renewal ___ Non-renewal

- A. Written narrative by appropriate categories (please attach)
B. Overall rating: ___ Satisfactory ___ Unsatisfactory
C. There is a future need for this position: ___ Yes ___ No
D. Recommendation for annual renewal of contract:
___ Renewal ___ Non-renewal

Name of Faculty Personnel Committee Convener

Name of Division Chair

Signature of Faculty Personnel Committee Convener

Signature of Division Chair

Probationary Faculty Member's Receipt of Annual Assessments

The following portions of the 2003-2009 UHPA-BOR/UH Agreement are provided for your information and understanding.

Renewal of Contracts During the Probationary Period

Article XII, Section D:

Recommendations for renewal shall require that the Faculty Member's performance has been assessed for strengths and weaknesses and has been rated as satisfactory, that there is a continuing need for the Faculty Member's services at the University, and that the Faculty Member has made the professional improvement or has demonstrated the professional and personal qualities needed by the department, or similar considerations. A positive assessment does not necessarily assure renewal of appointment.

Probationary Service

Article XII, Section B.1.b:

The probationary period ends by the granting of tenure, the refusal of tenure by the Employer, or the non-renewal of appointment. During this period, probationers do not have a claim to their position and the Employer, through its officers, may exercise its prerogative of non-appointment without a statement of reasons.

Non-reappointment, Statement of Reasons

Article XII, Section D.3.:

In a case in which the Employer has exercised its prerogative of non-reappointment, the Faculty Member may within twenty (20) calendar days of receipt of this written notification request a meeting with the Provost, Dean or other appropriate official.

Upon request, the Faculty Member will be advised orally of the reasons for the non-reappointment. Upon written request of the Faculty Member within ten (10) calendar days of the meeting, the reasons will be confirmed in writing.

Faculty Member's Acknowledgment:

I acknowledge reviewing all pages of this annual evaluation and the attached narrative assessments done by my Faculty Personnel Committee and my Division Chair/Program Director. I realize that these are solely for determining contract renewal and are not part of the tenure and promotion process. I recognize that these are recommendations and that the final decision about the renewal of my contract will be made by my Chancellor.

Signature of Faculty Member

Date

Vice Chancellor for Academic Affairs Decision

A. There is a future need for this position (see 2003-2009 UHPA/UH Agreement) ____ Yes ____ No

B. Decision for annual renewal of contract:

Based on my review of the dossier and the recommendations from the Faculty Personnel Committee and Division Chair, the following is my decision for annual renewal of contract:

____ **Non Renewal**

____ **Renewal to** _____
(Circle one: 1, 2 or 3 years) Date

Name of Vice Chancellor _____

Signature of Vice Chancellor _____ **Date** _____

NOTE: Based on initial date of hire: Assist Prof: 2, 2, 1; Assoc Prof: 2, 1; Full Prof: 1; Instr: 1 (after 7 yrs, 3 yr contract)

UNIVERSITY OF HAWAII - WEST O'AHU
Annual Evaluation and Contract Renewal

NAME _____ ACADEMIC AREA(S) _____

YEAR OF PROBATIONARY SERVICE (circle one) 1 2 3 4 5 6

A. DEGREES

<u>Baccalaureate</u>	Kind	Subject Field	Institution	Date
<u>Master's</u>	Kind	Subject Field	Institution	Date
<u>Doctor's</u>	Kind	Subject Field	Institution	Date
<u>Other Degrees</u>	Kind	Subject Field	Institution	Date

B. GRADUATE CREDITS OR OTHER WORK TAKEN SINCE LAST DEGREE COMPLETED.

<u>Institution</u>	<u>Date</u>	<u>Field</u>	<u>Credits</u>
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C. PROFESSIONAL DEVELOPMENT ACTIVITIES PLANNED OR COMPLETED SINCE INITIAL APPOINTMENT AT UHWO:

<u>Institution/Sponsor</u>	<u>Date</u>	<u>Description</u>	<u>Credit/Non-Credit</u>
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- D. COURSES TAUGHT.** List all courses taught, in reverse chronological order, beginning this current academic semester for the last three academic years.

<u>Semester/ Year</u>	<u>Dept/No.</u>	<u>Title</u>	<u>Credits</u>	<u>No. of Students</u>
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- E. EVALUATION OF INSTRUCTION.** (Please provide Student and or Peer Evaluations of Teaching.)

- F. COURSE SYLLABI.** Attach course syllabi for courses taught this current academic year. Comment on these submissions, if appropriate.
- G. SERVICE TO COLLEGE/UNIVERSITY/COMMUNITY.** List and describe all College, University, and community service activities undertaken during LAST academic year.
- H. PROFESSIONAL ACTIVITIES AND DEVELOPMENT.** List and describe all professional activities in which you engaged during the past three semesters or since your employ. Include such information as: (1) participation in conferences, workshops, and other educational experiences in which you were a participant or contributor; (2) works published (or to be published); (3) new courses developed (include syllabi); (4) written evidence of other creative endeavors.

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

Name _____

Academic Specialization _____

In the space provided below please describe your professional development plan for this current academic year. Your plan should identify all activities in which you will engage that will result in professional growth. Include such activities as: new course development, curriculum materials development, conferences and workshops attended, credit and non-credit courses to be taken, articles to be written, and other activities that will result in professional growth.

Professional Development Plan