

**Table: Employee Evaluation Guidelines**

Employee Category	Formal Evaluation	Stated Procedure	Reviewing and Recommending Bodies/Individuals
Lecturer	Annual Self Assessment	Self Assessment Guidelines	Department Chair; Program Coordinator may or may not contribute
Temporary Faculty (Non Tenure-track)	Annual Contract Renewal at years 2 and beyond	Contract Renewal Guidelines	<ol style="list-style-type: none"> <li>1) DPC (CPC: if the person does not belong to an academic department)</li> <li>2) Department Chair</li> <li>3) Program administrator</li> <li>4) Chancellor</li> </ol>
	Promotion Dossier after 4 <sup>th</sup> year, if faculty member chooses to pursue promotion, subsequent promotion eligibility after 3 year period if faculty member chooses to pursue further promotion	Promotion Guidelines	<ol style="list-style-type: none"> <li>1) DPC (CPC: if the person does not belong to an academic department)</li> <li>2) Department Chair</li> <li>3) Program administrator</li> <li>4) TPRC</li> <li>5) Chancellor</li> <li>6) BOR</li> </ol>
Probationary Faculty (Tenure-track)	Annual Contract Renewal at years 2 and 4	Contract Renewal Guidelines	<ol style="list-style-type: none"> <li>1) DPC (CPC: if the person does not belong to an academic department)</li> <li>2) Department Chair</li> <li>3) Program administrator</li> <li>4) Chancellor</li> </ol>
	Tenure and Promotion Dossier required after completion of 4 <sup>th</sup> year, subsequent promotion eligibility after 3 year period if faculty member chooses to pursue	Tenure and Promotion Guidelines	<ol style="list-style-type: none"> <li>1) DPC (CPC: if the person does not belong to an academic department)</li> <li>2) Department Chair</li> </ol>

	promotion		3) Program administrator 4) TPRC 5) Chancellor 6) BOR
Faculty who have not undergone self-assessment in the previous five years	Five Year Review	Departmental guidelines for five year review	Department chair
APT	Annual performance evaluation	Online evaluation template developed by UH Human Resources	Supervisor
Executive Personnel	1) 360 Degree Performance Assessment 2) Self assessment	Online survey and Chancellor's memo	Subordinates, constituents, and peers complete online survey. Results are sent to Chancellor and included in executive's self assessment
Civil Service	Annual Review of Job Performance	State of Hawaii Employee Performance Appraisal System (PAS)	Supervisor