

## **K9.203 Faculty Five-Year Review Procedures**

### **A. Purpose**

Kapi'olani Community College is committed to effective teaching and successful learning. Successful student learning is measured, in part, by ongoing assessment of faculty who provide direct instruction and student and academic support. Given that commitment, and in accordance with Board of Regents policy, all faculty are evaluated at least once within a five-year period. These evaluations are based on the faculty classification plan, which documents faculty expectations at each rank. Based upon these evaluation results, the College can provide professional development opportunities for faculty members who can benefit from them.

### **B. Related University Policies**

Faculty Evaluation Procedures are created as a means to implement key components of the following University of Hawai'i policies:

- Board of Regents By-Laws and Policies, Section 9-15, October 16, 1981.
- Evaluation of Board of Regents Appointees, Executive Policy 9.203, October 1981.
- University of Hawai'i Community Colleges (UHCC) Faculty Five-Year Review policy, UHCCP #9.203, September 2013.

### **C. Eligibility and Procedures**

Faculty members shall be evaluated based on the criteria outlined in the UHCC Faculty Classification Plan at least once within a five-year period through one of the following mechanisms:

1. **Contract renewal:** Faculty members undergoing contract renewal for reappointment are subject to departmental review according to established departmental personnel committee procedures, campus procedures, and the bargaining unit agreement. The review cycle is every one or two years, depending on the nature of the faculty member's appointment. The relevant campus-wide guidelines and forms are available at [quill.kcc.hawaii.edu/page/facultyforms.html](http://quill.kcc.hawaii.edu/page/facultyforms.html).
2. **Tenure and/or promotion:** Faculty members eligible for tenure and/or promotion are subject to departmental review according to established departmental personnel committee procedures, University of Hawai'i Community College procedures, and bargaining unit agreement. The relevant University of Hawai'i Community College guidelines and forms are available at [quill.kcc.hawaii.edu/page/facultyforms.html](http://quill.kcc.hawaii.edu/page/facultyforms.html). Unsuccessful promotions are not considered an evaluation for purposes of this policy;

however, the unsuccessful promotion document may be submitted for the five-year review.

3. Faculty members who have not otherwise submitted evaluation documents in the preceding five years are subject to the five-year review policy, procedures for which are outlined the Appendix.
4. Faculty members who submit forms to retire by June 30 of the year they are eligible for a five-year review will be exempt from the five-year review process. However, if the faculty member rescinds the application for retirement, he/she must submit documents for a five-year evaluation within 30 days of the rescission.

The effective date for the result of all these review processes will be August 1 of the Fall semester following the submittal.

June 24, 2014

APPENDIX  
Kapi'olani Community College  
Five-Year Review Procedures

Kapi'olani Community College is committed to excellence in teaching and learning. As part of this commitment and in compliance with Board of Regents executive policy E9.203 and UHCCP #9.203, faculty are required to submit self-assessments at least every five years. A faculty member who has not otherwise undergone evaluation in the preceding five years shall submit a self assessment following guidelines established by his/her department or unit according to the timeline below.

**Responsibilities, Timeline, and Procedures**

- A. The **Chancellor** or designee shall consult with faculty members who may believe that their evaluations were unwarranted or inappropriate.
  
- B. The **Vice Chancellor for Academic Affairs or Vice Chancellor for Student Affairs** shall:
  - 1. Notify faculty members of their scheduled five-year evaluations with a copy to their respective Department Chair or equivalent by May 1 during the academic year prior to the scheduled evaluations.
  - 2. Submit by February 28 of each year a completion report to the Chancellor on the year's review, noting that the schedule was met, reporting any deviations, and reporting planned follow-up actions as applicable.
  
- C. **Faculty members** who have been notified that they are scheduled for a five-year review shall submit a review document to their Department Chair or equivalent by February 1.
  
- D. The **Department Chair\* or equivalent** shall:
  - 1. Review the five-year review documents submitted by eligible faculty.
  
  - 2. Meet with the faculty member to share his/her recommendations prior to submitting his/her report to the Vice Chancellor for Academic Affairs or Vice Chancellor for Student Affairs.
    - a. If the evaluation reveals meritorious performance, the Department Chair or equivalent informs the faculty member of the availability of programs designed to recognize meritorious performance, e.g., annual merit awards, excellence in teaching award, internship, fellowship, etc.

- b. If the evaluation reveals a need for improvement, the faculty member and Department Chair or equivalent shall jointly develop a professional improvement plan; follow-up reviews on the progress being made may be scheduled for any year prior to the next five-year evaluation cycle, if appropriate. The plan may call for a variety of activities that require special resources, e.g., leaves of various types, attendance at special workshops or institutes, assistance in the preparation of grant applications, availability of computer hardware or software or training in the use of the same, or special assistance in new approaches to teaching. A successful plan will require both initiative on the part of the faculty member and the assurance from the College/Department that every effort is made to provide the necessary support out of available University resources.
3. Submit by February 15, a completion report to the Vice Chancellor for Academic Affairs or the Vice Chancellor for Student Affairs on the year's five-year evaluations, noting that the schedule was met, reporting any deviations, and reporting planned follow-up actions as applicable.

*\*If the Department Chair is undergoing a Five-Year Review or if the Department Chair is at a lower rank than the faculty member being evaluated, the Department Personnel Committee will fill the role otherwise specified for the Department Chair in these procedures (with the Chair of the Committee acting for a majority of the Committee).*

If the faculty member believes that the results of the evaluation or the professional improvement plan are unwarranted or inappropriate, he/she may appeal to the Chancellor or his/her designee. The Chancellor will convene a Campus Faculty Review Committee which will consist of three members and appointed as follows: the Chancellor shall appoint one member (who also shall Chair the Committee); the faculty member shall appoint one member; and the President of the University of Hawai'i Professional Assembly shall appoint one member. The Committee will review the documents, meet with the faculty member and appropriate administrators, if necessary, and make a recommendation to the Chancellor. If the Chancellor's decision is contrary to the Committee's recommendation, the Chancellor will meet with the Committee prior to rendering a final decision.