

Department of Indo-Pacific Languages and Literatures
Departmental Guidelines for Tenure and Promotion
(Approved 2014-04-10)

The Department of Indo-Pacific Languages and Literatures (IPLL) expects all faculty under review to demonstrate scholarly activity in their respective areas of research. This should be of high caliber and worthy of any institution of higher education comparable to the University of Hawai'i. In addition to their research, faculty should provide evidence of their contributions to the teaching and service mission of the University. They should also demonstrate collegiality, professionalism, and maturity in all of their activities.

Procedure

In order to assure clarity and wide dissemination of these guidelines a required session with the Departmental Personnel Committee and all probationary faculty will be held in each Spring semester.

The following procedures have been instituted for an orderly review process. Board of Regents and University of Hawaii Professional Assembly Guidelines supersede departmental guidelines that may be in conflict with these documents.

To ensure timely receipt of letters of recommendation, six weeks prior to the application deadline, the candidate must supply the Chair of the Departmental Personnel Committee and the Chair of the Department with the following:

- updated curriculum vitae
- no fewer than two representative recent publications
- a list of at least four names of outside referees who are recognized experts in his or her field in other institutions.

The Department Chair, in consultation with the Chair of the DPC, solicits letters from not fewer than two of these people and, in addition, solicits letters on behalf of the candidate from at least two other referees who are not on the candidate's list of names but are familiar with the applicant's area of research. When possible, outside referees should be at least at the academic rank for which the applicant is being considered.

Items sent to outside reviewers, at least one month prior to the application deadline, include:

- a. Letter of request from the Department Chair
- b. University and Department tenure and promotion criteria

- c. Most recent CV from the applicant which includes peer-reviewed publications, research projects, intramural/extramural funding support, and evidence of national/international recognition if applicable.
- d. Digital copies of at least two of the most recent significant publications of the applicant.

The DPC will not accept late applications. However, supplemental information to the applicant's dossier is admissible up to one week prior to the DPC meeting, which is usually held in early November.

Publication Requirements

According to the 'Criteria and guidelines for faculty tenure/promotion application' published by the Office of the Vice Chancellor for Academic Affairs, "for the Assistant Professor seeking tenure as an Associate Professor, the applicant should be well on the way to becoming an established scholar in his or her discipline. [...] In general, publication in a form that involves review by independent referees is of first importance in establishing scholarly achievement. Other means by which scholarly and creative contributions to the discipline are reviewed, utilized and evaluated by peers outside the University are also important."

Evidence of becoming an established scholar in IPLL is, besides the faculty member's record in instruction and service, usually demonstrated by his/her record of scholarly publications, engagement in material development, and to a lesser extent also through creative activities. That record should show a continuing scholarly/creative agenda and the promise of future productivity. For IPLL faculty, original scholarship may include, but are not limited to, literary works, pedagogical materials, translations of literary and scholarly works, video productions, edited anthologies, and peer reviewed monographs and journal articles. Collaborative works are acceptable, but faculty must indicate the percentage of their contribution.

Publications of Primary Importance

Of primary importance in this area are the following:

- a book, monograph, or an edited volume presenting primary research and original scholarship published by a recognized press
- a peer reviewed textbook
- scholarly essays or creative works in media of preferably international distribution (including refereed journals, refereed electronic publications, or chapters in books)
- receipt of a major external grant

- electronically disseminated teaching materials vetted by peer reviewers¹ and disseminated by means of a venue that is widely accessible²

Generally, the DPC considers the publication of one peer reviewed book, or one peer reviewed monograph, or one major peer reviewed textbook (also in electronic form), or one major edited volume, or one major external grant, or two substantial research articles in refereed journals³ with international circulation⁴, as the minimal requirement for promotion to i-4.

Publications of Secondary and Tertiary Importance

Also considered, as evidence of secondary importance, are:

- papers or presentations given at international, national, and regional professional meetings
- organizing and presiding at panels for international, national, and regional professional meetings
- refereeing of research manuscripts and other scholarly material
- publication of book reviews
- other relevant evidence of scholarly achievement.

Considered as evidence of tertiary importance are works of journalistic reporting, personal essay writing, and published articles in newspapers and magazines or similar publications addressing a non-academic audience.

Except in extraordinary cases that shall be addressed by the DPC on a case-to-case basis, scholarly achievements of secondary or tertiary importance cannot outweigh scholarly achievements of primary importance.

Language of Publication

The DPC of IPLL acknowledges the importance of publishing in languages other than English. However, it is recommended that at least one of the applicant's

¹ Peer review is the evaluation of work by one or more people of similar competence to the producer of the work. Generally this means that the peer is affiliated with a major research university, and has at least a comparable academic degree or position as the applicant. IPLL faculty are reminded that many universities in the "Indo-Pacific" region do not qualify as "major research universities".

² It is not sufficient if the developed materials are made available to students through a learning management system such as Lulima.

³ Refereed scholarly journals are peer-reviewed journals that submit articles to several other scholars, experts, or academics (peers) in the field for review and comment. These reviewers must agree that the article represents properly conducted original research or writing before it can be published. The IPLL DPC recommends that at least one publication is published in one of the major refereed journals in the field.

If the DPC is unfamiliar with a journal, it is the candidate's responsibility to provide the DPC with proof that articles published in the journal are peer reviewed, and that the journal is published by a major research university or a reputable press.

⁴ As evidenced by Worldcat and/or Zeitschriftendatenbank.

publications shall be published in English. In cases where a candidate publications in a language other than English to be considered, the applicant has to provide the DPC with a summary of the scholarly work and an English language peer review. The applicant is also required to provide sufficient evidence that the publication was published in a refereed journal, or by a recognized press with international distribution. It is deemed sufficient if the peer review is published in a recognized and refereed journal. If this is not the case, the applicant must solicit an English language peer review by a reputable, and preferably senior member of the academic community.