

K9.203 Faculty Five-Year Review Procedures

(Original dated June 24, 2014; Revised June 23, 2015; Amended August 8, 2018; Revised May 9, 2023)

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:

- A. Board of Regents Policy, [RP 9.213](#), Evaluation of Board of Regents Appointees
- B. UH Systemwide Executive Policy, [EP 9.213](#) Evaluation of Board of Regents Appointees
- C. UH Systemwide Executive Policy, [EP 5.221](#) Classification of Faculty
- D. University of Hawai'i Community Colleges (UHCC) Faculty Five-Year Review policy, [UHCCP #9.203](#), September 2013, revised December 2014, revised April 2015, amended April 2018, reviewed February 2021.

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 <https://www.kapiolani.hawaii.edu/wp-content/uploads/Kapiolani-CC-Contract-Renewal-Checklist-and-Guidelines.pdf>
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 <https://www.kapiolani.hawaii.edu/faculty-staff/>. 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 in Attachment 1.

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, s/he must submit documents for a five-year evaluation within 30 days of the rescission.

5. A faculty member who retires during the academic year s/he is eligible for a five-year review will be exempt from the five-year review process. The faculty member must complete [Attachment 2](#) indicating the date s/he intends to retire. If the faculty member does not retire on the date as indicated, s/he must submit documents for a five-year evaluation within 30 days of the intended retirement date.

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

Attachment 1

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 and Vice Chancellor for Student Affairs** shall:
 1. Notify faculty members in their respective areas of their scheduled five- year evaluations with a copy to the faculty members' Department Chair or equivalent by **September 1** during the academic year of 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 Chairs (or equivalent) by **December 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, counseling, academic support, and/or continuing education and training. 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 (DPC) Chair 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 DPC Chair is at a lower rank than the faculty member being evaluated, the DPC Chair shall appoint a DPC member of equal or higher rank to complete the review.*

E. Appeals

1. If the faculty member believes that the results of the evaluation or the professional improvement plan are unwarranted or inappropriate, s/he 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: Chancellor shall appoint one member (who also shall chair the Committee); faculty member shall appoint one member; and 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.

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2. Any allegation that such an action violates or denies a right granted under a collective bargaining agreement shall be considered in accordance with the grievance procedures contained in said agreement.