



February 20, 2015

Dear Colleagues:

On December 17, 1993 the University of Hawai'i Hilo (UHH) and the University of Hawaii Professional Assembly (UHPA) signed a memorandum entitled "Faculty Evaluation Procedures".

[http://hilo.hawaii.edu/uhh/vcaa/documents/UHH-Faculty-Eval\\_5-Year-Review-Policy\\_1993.pdf](http://hilo.hawaii.edu/uhh/vcaa/documents/UHH-Faculty-Eval_5-Year-Review-Policy_1993.pdf).

That memorandum was prepared to implement Executive Policy EP9.201 "Faculty and Staff Renewal and Vitality Directive". The UHH-UHPA memorandum, also known as "The Five Year Review Policy," explains the rationale for, and the implementation of periodic evaluation on our campus.

We reaffirm the point made in the 1993 memorandum that "Evaluation can be a positive force when used to encourage all faculty members in the University community to continue their professional growth."

The memorandum states that before the close of each academic year, or May 15<sup>th</sup>, whatever is earlier, the Vice Chancellor for Academic Affairs shall notify the faculty to be reviewed in the following year, and notify the relevant Department Chairs, Deans and Directors. The reviews are conducted at the department level using department-established faculty performance expectations.

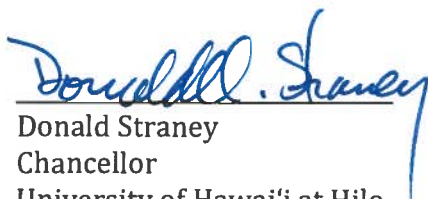
You will note the process defined in the 1993 memo seems dated now, as it reflects the structure of our colleges and departments at the time; the College of Business and Economics, the Daniel K. Inouye College of Pharmacy, nor Ka Haka Ula O Keelikolani College of Hawaiian Language existed at the time. But the core of the process places the responsibility for the review with the Department Chair or Unit Personnel Committee and establishes an appeal mechanism should the faculty member disagree with the review. Should it be required, a mutually agreed upon professional development plan is created. Administrators receive a report of the results of the review, but do not otherwise participate.


We are writing to you now to begin the process of renewing and updating the procedures to be used at UH Hilo for faculty evaluation of faculty performance. The first step, of course, is to consult with you, the faculty. In this regard, the UH Faculty Congress and the University of Hawaii Professional Assembly will soon be inviting you to an open forum to discuss the 5 Year Review Policy. We urge you to read the

memorandum and attend the open forum. We also request Department Chairs and Unit Personnel Committees provide each member of their faculty with a copy of the existing statement of faculty performance expectations. We are also available should your respective department/unit have questions about how they are to proceed.

Thank you for your service to UH Hilo.

Sincerely,

  
Donald Straney  
Chancellor  
University of Hawai'i at Hilo

  
J. N. Musto  
Executive Director  
University of Hawai'i  
Professional Assembly