**University of Hawai'i Sea Grant College Program**
**Procedures Governing Tenure, Promotion, Post-Tenure Review, and Contract Renewal**
**University of Hawai'i at Mānoa**

The University of Hawai'i (UH) Sea Grant College Program (Hawai'i Sea Grant) is an organized research unit in the School of Ocean and Earth Science and Technology (SOEST). Hawai'i Sea Grant has faculty in all classifications (I, R, S, A and F) at different ranks and tenure status. Furthermore, a majority of its faculty are on annual limited-term (non-tenure track) appointments. This document outlines the procedures by which these faculty are reviewed.

## 1. Roles and Responsibilities

### 1.1 Director

The Director of Hawai'i Sea Grant (Director) is an Executive and Managerial (EM) position appointed by the Dean of SOEST (Dean), and not a member of Bargaining Unit 07. Personnel actions relating to faculty review are conducted by a committee of Hawai'i Sea Grant faculty members (the *Hawai'i Sea Grant Departmental Personnel Committee*). In other personnel matters, the Director consults Hawai'i Sea Grant faculty as required (Section 4 *'Other Personnel Actions'*).

The Director is responsible for ensuring that new faculty members receive a copy of the approved *Hawai'i Sea Grant Criteria for Tenure, Promotion, Post-Tenure Review, and Contract Renewal; Hawai'i Sea Grant Procedures Governing Tenure, Promotion, Post-Tenure Review, and Contract Renewal*, and *UHM Criteria and Guidelines* in a timely manner upon initial employment.

### 1.2 The Departmental Personnel Committee

The Departmental Personnel Committee of Hawai'i Sea Grant (DPC) is tasked with providing evaluations of faculty who apply for tenure and/or promotion, pre-tenure (probationary) faculty who apply for contract renewal, and post-tenure faculty who apply for periodic review.

### 1.3 Limited-Term Faculty

Limited-term (non-tenure track) faculty, including those on "rolling three" contracts, undergo review for contract renewal every year. They will submit documentation summarizing their contributions and activities over the current calendar year in which they are applying via the online University of Hawai'i Tenure, Promotion, and Contract Renewal System (UH eDossier System) to the Director's office for review (see Section 3.2.2).

### 1.4 Probationary Faculty

Probationary faculty (i.e, pre-tenure faculty) are expected to submit annually a summary of activities in the areas of research, teaching, and service, with emphasis on accomplishments since being hired into their tenure-track position (see Section 3.2.3). This allows the DPC to monitor the faculty member's progress towards tenure and offer guidance to help the faculty member exceed the threshold for tenure and promotion when the time comes. Submission of materials is done through the UH eDossier System in the second, fourth, and fifth year of a typical rank-3 probationary period.

1.5 Faculty Seeking Promotion

Faculty at the Junior, Assistant, and Associate levels may seek promotion provided the University of Hawai'i criteria regarding minimum qualifications and time in current position are met. Additional criteria are given in the Hawai'i Sea Grant Criteria for Tenure, Promotion, Post-Tenure Review, and Contract Renewal. In these cases, the faculty member will submit their promotion dossier to the UH eDossier System for review.

1.6 Faculty Seeking Tenure

Faculty seeking tenure must meet University of Hawai'i criteria regarding minimum qualifications and time in current position. Additional criteria are given in the Hawai'i Sea Grant Criteria for Tenure, Promotion, Post-Tenure Review, and Contract Renewal. In these cases, the faculty member will submit their tenure dossier to the UH eDossier System for review.

1.7 Periodic (Post-Tenure) Faculty Review

All tenured faculty are reviewed on a periodic basis, minimally every five years, although this can be less at the request of the Director. Faculty will submit to the Director's office a written statement of accomplishments in the areas of research, teaching, and service over the review period (see Section 3.2.4). Current UH Mānoa procedures for periodic review are posted on the OVPAE website.

## 2. Departmental Personnel Committee Procedures

2.1 Conformity

All criteria and procedures herein are intended to comply with current University of Hawai'i Board of Regents (BOR) Policies, Executive Policies, and the Collective Bargaining Agreement (CBA) between the BOR and the University of Hawai'i Professional Assembly (UHPA).

2.2 Departmental Personnel Committee Composition

2.2.1 Eligibility

Service on the DPC is an obligation. No faculty member will be excused from DPC service on the grounds of overwork or any other reasons beyond those noted below.

For tenure-track faculty applying for tenure and/or promotion, the DPC will consist of a minimum of five tenure-track faculty who are equal or at a higher rank sought by the applicant. For non-tenure track faculty applying for promotion, the DPC will consist of no less than five tenure-track and non-tenure track faculty who are equal or at a higher rank sought by the applicant. Joint hires may require the inclusion on the DPC of faculty members from other units, following clarification documents established for the position.

Faculty excluded from participation on the DPC include faculty on leave or sabbatical, faculty currently serving in an Executive/Managerial position, Emeritus or Adjunct faculty, or other persons who do not hold an active tenured position or are not members of Bargaining Unit 07.

### 2.2.2 Selection and Appointment

The period of appointment runs from 1 July to 30 June. In July of each year, the Director's office appoints a DPC for each eligible faculty applying for tenure, promotion, and/or post-tenure review.

## 2.3 Departmental Personnel Committee Chair Selection and Responsibilities

The Chair of the DPC (Chair) will be elected by confidential vote by the membership of the DPC from among the members of the DPC. The Chair's term is for one year. The Chair is responsible for scheduling DPC meetings, and ensuring the evaluation process progresses in a timely manner, adhering to all required deadlines. The Chair is also responsible for addressing any conflicts of interest and taking remedial measures (Section 2.4.1).

Regarding the different categories of faculty evaluation, the Chair is responsible for:

- Obtaining from tenure and promotion applicants the names and contact information of their external review nominations (Section 2.5.1) and preparing and submitting the DPC Assessment (Section 2.5.3) to the UH eDossier System.
- Finalizing the Contract Renewals for probationary (tenure-track) faculty and submitting the reports to the UH eDossier System.
- Preparing and submitting to the Director the performance reports for periodic review of tenured faculty.

The Chair will promptly communicate with the Director should assistance or clarification be required on procedural matters or questions (not the discussion of the applications of candidates).

### 2.3.1 Notifying the Dean's Office

After the Chair has been selected, the Director's office will forward the names of the DPC members to the Tenure and Promotion Coordinator in the Dean's office, who will populate the UH eDossier System with those names.

## 2.4 Conflicts of Interest, Abstentions, Confidentiality, and Voting

### 2.4.1 Conflicts of Interest and Recusals

Faculty members participating on the DPC have the responsibility for avoiding conflicts by recusing themselves from the process when such conflicts exist. Conflicts of interest occur when a reviewer has some personal stake or conflicting role in the outcome of an applicant's application, or when a reviewer holds multiple roles with respect to the application that could reasonably be expected to generate conflicting perspectives for a review. DPC members should raise any potential conflicts they have with the Chair as early as possible, to determine if a perceived conflict rises to the level of an actual conflict. If the Chair agrees, a faculty member can recuse themselves from the discussion pertaining to a particular applicant.

### 2.4.2 Abstentions

Per a Memorandum of Understanding between the University of Hawai'i and UHPA, abstentions are not allowed. If a DPC member is absent during a meeting it will be recorded as 'Absent.'

### 2.4.3 Confidentiality

Deliberations and actions of the DPC relating to specific faculty personnel actions shall be confidential. DPC members are under an obligation to preserve this confidentiality. There shall be no recordings of DPC discussions. The applicant shall not attempt to influence or communicate with the committees or their members regarding the review of their application.

### 2.4.4 Voting

Once the DPC has evaluated the materials submitted for a tenure and/or promotion application, probationary faculty annual review, or post-tenure periodic review, a vote will be held by secret ballot. For tenure and promotion applications, the vote is to "Recommend" or "Not recommend" for tenure/promotion. For probationary faculty, the vote is for "Renewal" or "Nonrenewal" of the contract. For post-tenure periodic review, the vote is "Satisfactory" and "Unsatisfactory." Only faculty members of equal or higher rank to which an applicant has applied can vote on applications for tenure and/or promotion.

## 2.5 Tenure and Promotion Review Procedure

### 2.5.1 External Review

The Chair will seek external reviews of each applicant's scholarly contributions per the UHM Criteria and Guidelines for Tenure and Promotion. External reviewers should be at, or above the rank aspired to by the applicant—as such, evaluators holding faculty appointments are strongly preferred. All external reviewers should be professionally capable to assess the applicant's work objectively and comment on its significance in the discipline.

External reviewers will be asked to address the following questions in their evaluation letter of an applicant's scholarly work:

1. Do you know the applicant personally? If so, how long and in what capacity have you known the applicant? (Please note that you do not need to know the applicant personally in order to serve as an external reviewer).
2. Please comment on the degree of recognition achieved by the applicant in their discipline, including any distinctive contributions to program administration, research, teaching, and/or outreach.
3. Please evaluate the scope and significance of contributions by the applicant to program administration, research, teaching, and/or outreach in their discipline.
4. Please evaluate the applicant's degree of professional service.
5. Please provide any additional insights that may be helpful in assessing the applicant for promotion.

Upon declaration of intent to apply for promotion and/or tenure, the Chair will request the applicant to provide in writing three to five names and their contact information from respected peers in related fields from outside the University of Hawai'i System. The Chair will secure evaluation letters from three to five individuals from the applicant's list and a comparable number of evaluation letters from known peers proposed by the DPC who can evaluate the applicant's scholarly work. The purpose of the external evaluations is to obtain feedback about the applicant's scholarly contributions, and not to determine whether or not the applicant would receive tenure and/or promotion at another institution.

External evaluation letters are delivered to the Director's office, who will take the necessary steps to ensure that the evaluation letters are kept confidential. The procedure for handling the evaluation letters is as follows:

1. Each evaluation letter will be marked "Confidential" as soon as it is received.
2. Each evaluation letter will not be shown to the applicant at any time.
3. Evaluation letters will be delivered to the Chair for inclusion in the applicant's electronic dossier in the UH eDossier System.
4. Copies of the evaluation letters will be securely stored on servers by the Director's office.

2.5.2 Conflicts of Interest, External Reviewers

External reviewers should have no conflicts of interest with the applicant. Conflicts of interest occur when a reviewer could reasonably be judged to have some personal stake (e.g., professional reputation) in the outcome of an applicant's application, or when a reviewer holds multiple roles with respect to the application that could reasonably be expected to generate conflicting perspectives for a review. When a conflict of interest may exist with an external reviewer, the Chair shall remove their nomination and may request an additional name from the applicant or the DPC as appropriate.

2.5.3 Departmental Personnel Committee Review

The DPC will consider evidence presented in the applicant's dossier and develop one (1) written assessment of the strengths and weaknesses in reference to the Hawai'i Sea Grant Criteria for Tenure, Promotion, Post-Tenure Review, and Contract Renewal in a memo to the Director. The DPC will then conduct a secret-ballot vote to recommend or not recommend the proposed tenure and/or promotion. The Chair will then upload the DPC assessment memo and secret-ballot vote results to the UH eDossier System. Hawai'i Sea Grant does not provide applicants the opportunity to revise their dossier following review by the DPC.

## 2.6 Limited-term Appointments Review Procedure

Limited-term faculty appointments refer to those full and part-time appointments not eligible for tenure, as described in CBA XIII.C. Regardless of appointment duration, including "rolling three" contracts as described therein, these faculty will be evaluated annually to determine if their contract will be extended. No external reviews are required for limited-term contract renewals.

Faculty members in limited-term (non-tenure track) faculty appointments are reviewed annually by the Director's office. The Extension Leader of Hawai'i Sea Grant directly supervises all limited term faculty and will evaluate all materials (see Section 3.2.2) submitted for contract renewal by these faculty in the UH eDossier System, determine if these faculty members are meeting Hawai'i Sea Grant expectations (see Section 4 in the Hawai'i Sea Grant Criteria for Tenure, Promotion, Post-Tenure Review, and Contract Renewal), and will submit a recommendation (renewal vs. nonrenewal of the contract) to Director in the UH eDossier System. The Director will then conduct an assessment of the materials submitted by limited-term faculty and submit a recommendation (renewal vs. nonrenewal of the contract) to the Dean in the UH eDossier System. The Dean will then conduct an assessment of the materials submitted by limited-term faculty and submit a recommendation (renewal vs. nonrenewal of the contract) in the UH eDossier System.

## 2.7 Contract Renewal Procedure for Pre-Tenure, Probationary Faculty

No external reviews are required for probationary faculty contract renewals. The DPC will review the dossier provided by the probationary faculty member. The DPC will judge noted accomplishments against the expectations for tenure and/or promotion described in the Hawai'i Sea Grant Criteria for Tenure, Promotion, Post-Tenure Review, and Contract Renewal and appropriate for the rank to which the faculty member would be applying. The DPC will prepare a report, noting both strengths and weaknesses in relation to those expectations, and provide the faculty member with recommendations as to what they can do to improve their dossier in anticipation of applying for tenure and/or promotion. A review of the prior years' assessments will be undertaken to see if weaknesses/concerns previously identified have been addressed. The DPC members will vote, via secret ballot, for renewal or nonrenewal of the contract. The DPC report will then be uploaded to the UH eDossier System.

## 2.8 Periodic Review Procedure (Post Tenure)

Periodic reviews will follow current UH Mānoa procedures. 2.8.2 and 2.83 adhere to these procedures at the time of this document's approval.

### 2.8.1 Hawai'i Sea Grant Expectations

Tenured faculty scheduled for periodic review shall prepare an up-to-date curriculum vitae, and "academic profile" that addresses Hawai'i Sea Grant criteria (see Hawai'i Sea Grant Criteria for Tenure, Promotion, Post-Tenure Review, and Contract Renewal). The academic profile should include information on teaching, research, service, and other professional activities, appropriate to their faculty position. The academic profile may include work in progress or anticipated.

### 2.8.2 Departmental Personnel Committee Input

The Chair will review the academic profile provided by the tenured faculty member. In the case that the DPC Chair is not of equal or higher rank than the faculty to be reviewed, the DPC will designate an alternate senior bargaining unit member holding at least an equal or higher rank to perform the review.

By February 1, the Chair will prepare a written report for the tenured faculty member, Director, and Dean. The report will state whether the faculty member's activities meet Hawai'i Sea Grant and/or University of Hawai'i at Mānoa criteria, and if not, what deficiencies exist. If the Chair has found that the faculty member's activities meet applicable criteria, but considers that there are opportunities for development, or areas of concern that are not deficiencies, the Chair need not include these issues in the report, but will discuss them with the faculty member and identify ways to address them. If the Chair's report does not identify deficiencies, the review process is concluded. If the Chair has found that the faculty member's activities do not meet Hawai'i Sea Grant expectations, the Chair's report shall identify deficiencies.

### 2.8.3 In Case of Deficiencies

The faculty member will, in writing, agree or disagree with the Chair's identification of deficiencies by February 15. If the faculty member agrees with the chair's identification of deficiencies, the faculty member and the chair will develop a mutually-agreeable professional development plan (PDP) to address them. If the faculty member disagrees with the chair's identification of deficiencies, the Dean in consultation with the Director will determine, in writing, by March 1, whether the faculty member is meeting all applicable criteria. If the Dean

determines that the faculty member is meeting all applicable criteria, the review is concluded. If the Dean determines that the faculty member is not meeting applicable criteria the faculty member will, in writing, agree or disagree with the Dean's identification of deficiencies by April 1. If the faculty member disagrees, the matter will be referred to OVPAE so that a Mānoa Faculty Evaluation Review Committee (MFERC) can be formed. The MFERC shall determine whether the faculty member has met all applicable criteria, and if not, specify any deficiencies. The OVPAE will expeditiously constitute the MFERC as identified herein. If the MFERC cannot be formed by April 14, OVPAE shall notify UHPA.

## 3. Dossier and Contract Renewal Application Guidelines

### 3.1 Regarding Authorship Conventions

In disciplines related to the mission of Hawai'i Sea Grant (i.e., physical, biological, and social sciences), the sequence of authors should be determined by the relative overall contributions to the manuscript, with the first author being the person who performed most of the work. When the first author is a mentee, the senior author's role in guiding and supporting the work should be explicitly acknowledged. If co-authored works are included in the dossier, the applicant's relative contribution to co-authored works shall be included, indicating their:

1. Proportion of time and effort in the functions of conceptualization, research, analysis, and/or writing.
2. Total proportion of time and effort in the research or publication.

### 3.2 Dossier and Contract Renewal Application Guidelines – Required Materials

#### 3.2.1 Tenure and Promotion Applications

Applicants for tenure and/or promotion will develop their dossiers to address the Hawai'i Sea Grant Criteria for Tenure, Promotion, Post-Tenure Review, and Contract Renewal, and submit their dossiers through the UH eDossier System.

#### 3.2.2 Limited-Term Faculty

Limited-term (non-tenure track) faculty on renewable contracts are expected to perform in the manner appropriate to their rank (Junior, Assistant, Associate, Full) as described in the Hawai'i Sea Grant Criteria for Tenure, Promotion, Post-Tenure Review, and Contract Renewal. Contract renewal applications for limited-term faculty shall include:

- A three-page curriculum vitae with information documented for the current calendar year in which the contract renewal application is being submitted.
- A two-page document that details professional activities, service activities, professional development activities conducted and accomplishments made for the current calendar year in which the contract renewal application is being submitted.

Limited-term faculty will submit their contract renewal application materials to the UH eDossier System in the Fall for evaluation.

#### 3.2.3 Probationary Faculty

The purpose of contract renewal for probationary faculty is to assess whether they are progressing towards a successful tenure application, allowing for an assessment of their accomplishments at the time of review, and for providing recommendations regarding areas of teaching, research, and service activities in which they may be deficient, such that the faculty

member can act upon those recommendations before their application for tenure (and/or promotion) must be submitted. In preparing the dossier, probationary faculty should refer to the Hawai'i Sea Grant Criteria for Tenure, Promotion, Post-Tenure Review, and Contract Renewal, which specifies the expectations of Hawai'i Sea Grant faculty performance in the areas of teaching, research, outreach, and service, for tenure and/or promotion to both Associate and Full ranks. The contract renewal dossiers for probationary faculty should at minimum include:

- A list of outreach projects/activities conducted and associated accomplishments or outcomes.
- A list of peer-reviewed publications since initial hire at the University of Hawai'i at Mānoa, noting whether those papers are published, accepted for publication, in review, or in preparation (with an anticipated submission date). In addition, note publications for which the faculty member's mentees (graduate students; post-doctoral fellow) are first author. Scientific books and book chapters should be included under a separate heading.
- A separate list of gray literature papers, extended conference abstracts, conference abstracts, and/or extension publications. Grey literature refers to material and research produced outside of the traditional academic publishing and distribution channels. Examples of common grey literature publications include reports (i.e., annual, research, technical, project, etc.), blog posts, government documents, white papers, and evaluations.
- A list of extramural (and if applicable, intramural) grant/contract proposals submitted since hire, including title, funding agency, total dollar amount, and whether or not the proposal was accepted and funded (if so, amount awarded), and whether the faculty member was PI, Co-PI, Co-I, or Collaborator. In cases where the faculty member is Co-I on a proposal awarded to a non- University of Hawai'i at Mānoa investigator, note the value of the sub-award to the University of Hawai'i.
- A list of classes taught since hire. Include title, course code, year/semester taught, whether the class was team taught (in which case an assessment of the applications % contribution will be provided), and number of students participating.
- Note any new teaching and/or academic program development endeavors that are anticipated prior to application for tenure.
- A list of mentees, noting whether the mentee is, for example, a graduate student, post-doctoral fellow, or undergraduate student.
- A list of any faculty or staff supported financially by the faculty member's external funding.
- A list that documents accomplishments the faculty member has made in service to the University of Hawai'i, professional organizations and networks, and the local community.
- A full curriculum vitae detailing information since hire at the university.

It is incumbent on the probationary faculty member to provide sufficient materials in a format that the DPC can evaluate, and to explain the significance of their accomplishments and outcomes with respect to the Hawai'i Sea Grant Criteria for Tenure, Promotion, Post-Tenure Review, and Contract Renewal. Failure to do so may result in an unsatisfactory rating, and issuance of a terminal one-year contract.

### 3.2.4 Post-Tenure Faculty

Tenured faculty will undergo post-tenure periodic reviews of their performance at intervals no greater than five years. The tenured faculty member will submit to the DPC (via the Director's Office) a document summarizing their activities and accomplishments over the (nominal five-year) review period. The material submitted shall minimally include:

- A list of outreach projects/activities conducted and associated accomplishments or outcomes.
- A list of peer-reviewed publications since initial hire at the University of Hawai'i at Mānoa,

noting whether those papers are published, accepted for publication, in review, or in preparation (with an anticipated submission date). In addition, note publications for which the faculty member's mentees (graduate students; post-doctoral fellow) are first author. Scientific books and book chapters should be included under a separate heading.

- A separate list of gray literature papers, extended conference abstracts, conference abstracts, and/or extension publications.
- A list of extramural (and if applicable, intramural) grant/contract proposals submitted since hire, including title, funding agency, total dollar amount, and whether or not the proposal was accepted and funded (if so, amount awarded), and whether the faculty member was PI, Co-PI, Co-I, or Collaborator. In cases where the faculty member is Co-I on a proposal awarded to a non- University of Hawai'i at Mānoa investigator, note the value of the sub-award to the University of Hawai'i.
- A list of classes taught since hire. Include title, course code, year/semester taught, whether the class was team taught (in which case an assessment of the applications % contribution will be provided), and number of students participating.
- Note any new teaching and/or academic program development endeavors that are anticipated prior to application for tenure.
- A list of mentees, noting whether the mentee is, for example, a graduate student, post-doctoral fellow, or undergraduate student.
- A list of any faculty or staff supported financially by the faculty member.
- A list that documents accomplishments the faculty member has made in service to the University of Hawai'i, professional organizations and networks, and the local community.

It is incumbent on the tenured faculty member to provide sufficient materials in a format that the DPC can evaluate, and to explain the significance of their accomplishments and outcomes with respect to the Hawai'i Sea Grant Criteria for Tenure, Promotion, Post-Tenure Review, and Contract Renewal. Failure to do so may result in an unsatisfactory rating.

## 4. Other Personnel Actions

### 4.1 Partner Hires

In the event that an approved tenure-track (or tenure) hire requires a partner hire, the Director will arrange an interview and make the curriculum vitae available to the faculty. After the interview, the Selection Advisory Committee appointed for the partner search by the Director will solicit input from the faculty, and then make a recommendation to the Director, which will be communicated to the Dean.

### 4.2 Tenure Upon Appointment

In cases where an applicant requests the award of tenure upon appointment, the DPC will make a determination, via examination of the Hawai'i Sea Grant Criteria for Tenure, Promotion, Post-Tenure Review, and Contract Renewal, as to whether the accomplishments of the applicant at their current institution are consistent with Hawai'i Sea Grant expectations for tenure at the rank in question. The DPC will solicit input from the Hawai'i Sea Grant faculty at-large, and make a recommendation to the Director, which will be communicated to the Dean. The Dean's office will verify that the applicant does indeed currently hold a tenured position. The final decision will be made by the University of Hawai'i President.

### 4.3 Transfer of Locus of Tenure

In cases where a faculty member wishes to transfer their locus of tenure to Hawai'i Sea Grant from another unit within the university, the DPC will compare the accomplishments of the applicant with the expectations of Hawai'i Sea Grant faculty via the Hawai'i Sea Grant Criteria for Tenure, Promotion, Post-Tenure Review, and Contract Renewal. The DPC will solicit input from the Hawai'i Sea Grant faculty at-large, and make a recommendation to the Director, who will make a recommendation to the Dean. The final decision may require approval of the Provost at the University of Hawai'i at Mānoa if the transfer is between colleges.

4.4 Position Reclassifications

A faculty member may submit a request for reclassification of their position. The Chair will review the current position description and classification and confirm (in consultation with UH Human Resources and OVPAE) that the faculty member meets the minimum qualifications of the new proposed classification. The Chair will make a recommendation to the Director, who will make a recommendation to the Dean. The Dean holds delegated authority for reclassifications and will then consult with OVPAE.

4.5 Special Salary Adjustments

Faculty members may submit a request for a special salary adjustment. All bargaining unit members in the department shall be given the opportunity to review the request and support or not support the request. The Director will provide the applicant's CV, nomination memo, and any supplemental materials (e.g. salary analysis from peer/benchmark institutions for market SSA, offer or verification as a finalist from another institution for a retention SSA) to all departmental faculty with at least .50 FTE in Rank 2 or higher positions. The Director will take a secret ballot vote (Support vs. Do NOT Support), including comments, and communicate the full vote with comments to the Dean. The Director will also review the request and make a decision on whether to support or not support the request. The Director will submit comments to the Dean about the request.

**Amendments to Review Procedures**

Proposed changes to the Hawai'i Sea Grant Procedures Governing Tenure, Promotion, Post-Tenure Review, and Contract Renewal shall be discussed at a Hawai'i Sea Grant faculty meeting with a minimum of two weeks advance notice on all proposed amendments. Amendments to these procedures shall be voted on by all Bargaining Unit 07 Hawai'i Sea Grant faculty members, requiring a simple majority for adoption. Changes to these procedures will be forwarded to the Dean for input. The Dean shall forward to OVPAE for approval. OVPAE will share procedures with UHPA for approval. Procedures are effective upon approval.

**Hawai'i Sea Grant Procedures Approval**

Charles Fletcher Charles Fletcher 03/04/2026

Dean (Name, Signature, Date)

Vassilis L. Syrmos March 19, 2026

Provost (Name, Signature, Date)

CHRISTIAN L. FERN March 11, 2026

UHPA (Name, Signature, Date)

# 2026 Sea Grant Program Procedures

Final Audit Report 2026-03-04

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