University of Hawai'i Sea Grant College Program

Criteria for Tenure, Promotion, Post-Tenure Review, and Contract Renewal
University of Hawai'i at Mānoa

I. Criteria for Evaluating Candidates for Permanent Academic Tenure

In reviewing candidates for promotion and tenure, the Department Personnel Committee (DPC) of the University of Hawai'i Sea Grant College Program (Hawai'i Sea Grant) will first consider the minimum qualifications for promotion and tenure as defined by the University and approved by the Board of Regents, which apply in all cases including the University of Hawai'i at Mānoa criteria for tenure (University of Hawai'i Executive Policy 5.221 Classification of Faculty). A recommendation for either promotion and/or tenure will rest on both the performance of the candidate and the goals of the program. Evidence must be presented by the candidate that their academic expertise contributes directly to the accomplishment of the overall mission of the program. If the DPC finds that the candidate's area(s) of expertise meets the criterion for program need, the DPC will further evaluate the performance of the candidate according to the qualifications for tenure and promotion set forth in sections A and B below.

All full-time faculty members are expected to attend and actively participate in departmental meetings. Timely notice to the Director for unavoidable absence is expected. Repeated unexcused absences may be considered in assessing performance.

A. Tenure Criteria for Research Faculty (R) hired under the legacy classification system

Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for tenure criteria for R faculty.

B. Tenure Criteria for Specialist Faculty (S) hired under the legacy classification system

Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for tenure criteria for S faculty.

Additional departmental criteria and guidelines include:

1. The faculty member must demonstrate excellence in outreach/education, program administration, or communications, in addition to scholarship, and service concurrent with the program recognizing a long-term need for the candidate's professional specialty and services.

2. Publication in the top journals of a particular discipline and competitive grants from the National Oceanic and Atmospheric Administration, National Science Foundation, National Institutes of Health, U.S. Department of Agriculture, U.S. Environmental Protection Agency, etc. will be considered to be higher levels of achievement than non-competitive contracts and journals with lower impact factors.

C. Tenure Criteria for Extension Agent Faculty (A)

Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for tenure criteria for A faculty.

Additional departmental criteria and guidelines include:

1. The faculty member must demonstrate excellence in education/outreach, scholarship, and service concurrent with the program recognizing a long-term need for the

candidate's professional specialty and service.

2. Publication in the top journals of a particular discipline and competitive grants from the National Oceanic and Atmospheric Administration, National Science Foundation, National Institutes of Health, U.S. Department of Agriculture, U.S. Environmental Protection Agency, etc. will be considered to be higher levels of achievement than non-competitive contracts and journals with lower impact factors.

D. Tenure Criteria for F (Academic Faculty) 9 and 11 months, hired under the new Faculty Classification system effective 2024

Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for tenure criteria for F faculty 9 and 11 months.

II. Criteria for Evaluating Faculty for Promotion

For promotion, the faculty member applying for promotion must document excellence in accomplishments in program administration, extension, education, scholarship, or some combination of these together with community service. The record must show a consistent increase in accomplishment with a minimum level of accomplishment equivalent to the minimum requirement at the rank being sought as established by the University of Hawai'i at Mānoa and approved by the Board of Regents.

A. Promotion Criteria for all Instructors (legacy and new I-2 faculty) and other Instructional Faculty hired under the legacy classification system

1. **Promotion to I2-B**. Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for Instructional faculty.
2. **Promotion to I2-C**. Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for Instructional faculty.
3. **Promotion to I2-D**. Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for Instructional faculty.
4. **Promotion to Assistant Professor.** Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for Instructional faculty.
5. **Promotion to Associate Professor**. Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for Instructional faculty.
6. **Promotion to Professor.** Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for Instructional faculty.

B. Promotion Criteria for Research Faculty (R) hired under the legacy classification system

1. **Promotion to Assistant Researcher.** Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for R faculty.
2. **Promotion to Associate Researcher.** Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for

promotion criteria for R faculty.

3. **Promotion to Researcher.** Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for R faculty.

C. Promotion Criteria for Specialist Faculty (S)

1. **Promotion to Assistant Specialist.** Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for S faculty.
2. **Promotion to Associate Specialist.** Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for S faculty.
3. **Promotion to Specialist.** Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for S faculty.

Additional departmental criteria and guidelines include:

1. The faculty member must demonstrate excellence in outreach/education, program administration, or communications, in addition to scholarship, and service concurrent with the program recognizing a long-term need for the candidate's professional specialty and services.
2. Publication in the top journals of a particular discipline and competitive grants from the National Oceanic and Atmospheric Administration, National Science Foundation, National Institutes of Health, U.S. Department of Agriculture, U.S. Environmental Protection Agency, etc. will be considered to be higher levels of achievement than non-competitive contracts and journals with lower impact factors.

D. Promotion Criteria for Extension Agent Faculty (A)

1. **Promotion to Assistant Extension Agent.** Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for A faculty.
2. **Promotion to Associate Extension Agent.** Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for A faculty.
3. **Promotion to Extension Agent.** Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for A faculty.

E. Promotion Criteria for F (Academic Faculty) 9 and 11 months

1. **Promotion to Assistant Professor.** Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for F faculty 9 and 11 months.
2. **Promotion to Associate Professor.** Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for F faculty 9 and 11 months.
3. **Promotion to Professor.** Please refer to the Criteria and Guidelines for Faculty Tenure/Promotion Application, University of Hawai'i at Mānoa for promotion criteria for F faculty 9 and 11 months.

III. Criteria for Evaluating Faculty for Contract Renewal and Post-Tenure Review

1. Contract renewal will only be recommended if the probationary or limited-term (non-tenure track) faculty member is contributing to the mission of the University of Hawai'i Sea Grant College Program.

2. The faculty member will submit a current curriculum vitae and supporting documentation. These documents will address performance and achievement with respect to research, teaching, outreach, and service activities, as applicable to the applicants' classification and described in the criteria above. The supporting file should describe and emphasize accomplishments since the period of hire or since the last review, whichever is appropriate. Outside letters of evaluation will not be required.

3. For probationary faculty, the DPC and Director will examine the submitted documentation and evaluate evidence of value to the program, special expertise, and reasonable progress toward tenure.

4. For faculty in limited-term (non-tenure-track) appointments, the Hawai'i Sea Grant administration (Assistant Directors, Associate Director/Extension Leader, and Director) will evaluate submitted documentation that details professional, service, and professional development activities conducted and accomplishments made for the current calendar year in which the contract renewal application is being submitted.

5. For tenured faculty, the DPC, Hawai'i Sea Grant Director, and SOEST Dean will examine and evaluate evidence of value to program, special expertise, and reasonable progress made post-tenure.

Amendments to Review Criteria

Proposed changes to the Hawai'i Sea Grant Criteria for 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 the criteria 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 Criteria Approval

Charles Fletcher Charles Fletcher 03/04/2026

Dean (Name, Signature, Date)

Vassilis L. Syrmos Digitally signed by Vassilis L. Syrmos Date: 2026.06.28 18:51:11 -10'00' 6/28/26

Interim Provost (Name, Signature, Date)

2026 Sea Grant College Program Criteria

Final Audit Report 2026-03-04

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