Policy: It is the policy of the Center on Disability Studies (CDS) that all employees shall be evaluated each year. These Criteria for Annual Review govern the evaluation process for the faculty of CDS. This review complements the promotion and tenure application but does not replace it. The promotion and tenure process is elective and faculty are mentored, supported, and encouraged to apply as they become eligible. The promotion and tenure process is determined by the University and UH guidelines will be followed.

The Director of the CDS, with the support of the CDS Personnel Committee, will oversee Annual Review activities and assure they are completed in a timely manner. These criteria and information on expectations for annual review are available on the CDS Website for review at any time.

I. The following three types of reviews are applicable to CDS Faculty.
   A. Annual Performance Review (all faculty).
      1. All reviews will be completed by April 1 of each year.
      2. All CDS persons in a faculty position; (Junior, Assistant, Associate and Full Professor – Specialist, Instructional or Research lines are required to participate in an Annual Performance Review.
      3. CDS falls under the guidelines and procedures of the University and the College of Education.
      4. The review process will be conducted at the project unit level, by the Project Director. Project Directors will be reviewed by the Principal Investigator or by the CDS Personnel Committee if requested. Principal Investigators will be reviewed by the CDS Personnel Committee. The CDS Director is reviewed by the Dean of the College of Education (COE).
      5. Annual Review assessment areas will be aligned with promotion criteria, thus building a case for promotion.
   B. Promotion and Tenure Review
      1. Application for promotion procedures can be found at http://manoa.hawaii.edu/ovcaa/faculty/tenure_promotion_contract_renewal
      2. Applying for a promotion should be well thought out and thoroughly completed because rejections are noted on the individual’s record.
      3. Preparation to apply for promotion should be worked on one year in advance and 6 months prior, papers should be collected and organized for submission.
      4. The CDS Personnel Committee is available for advice, support and assistance in applying for promotion and tenure.
   C. Review for Promotion through Hire
      1. Personnel should have at least one positive performance review on file.
      2. Personnel need to meet or exceed the tenure and promotion guidelines for the job position being applied for.

II. Minimum Standards for Annual Performance Review of CDS Faculty.
   A. Each Principal Investigator (PI) is responsible for ensuring an annual review is completed for each individual employed under the grant. These Criteria govern the review for CDS faculty. (Other categories, i.e., APT,
RCUH, Civil service, Graduate Assistant, student help, each have their own procedures in place.) The PI will consider the following in completing the annual review.

1. Contributions toward accomplishing grant goals and objectives.
2. Assessment of professional activities and functions.
3. Service to the university, profession, and community

B. Guidelines

1. No matter what area of work is the core area for your position, faculty are required to demonstrate scholarship in all three areas of activity - Education, Research, and Service.
2. Your performance should be spread out, in any combination of the three activity areas: Education, Research, and Service. The highest percentage of workload should be in the core area of your funding during the period of review and the remaining percentages should make up your support areas.
   a. e.g.; if your grant focuses on providing a service, then it could be expected that 60% of your time is spent on providing that service, 20% on research and 20% on education.
3. In addition, there are three domains to each position.
   a. Domain 1: Grant goals and objectives.
   b. Domain 2: Professional activities and functions.
   c. Domain 3: Service to the university, profession, and community.
4. If the heaviest portion of your work does not reflect the position type you are in, you will have to explain the imbalance. (See Suggested Ways chart in the Review Guidance for work according to position type.)
5. The three areas should always be aligned and balanced as you seek to move up to the next level

C. For a successful annual performance review, a faculty member (whether instructional, research, or specialist) is expected to meet the following minimum standards.

1. Successful accomplishment of assigned responsibility for funded projects.
2. Building a sequence of funded projects or activities that expand personnel and productivity capacity.
3. Demonstrate scholarly activity in any of the following areas.
   a. Publications in refereed journals.
   b. Other publications.
   c. Presentations at professional conferences.
   d. Production of videos, films, or other media resources.
   e. Development of curricula or training manuals.
   f. For any courses or training provided, an above average rating based on a confidential evaluation by participants.
g. Dissemination of information and the provision of technical assistance with documentation of average or better value and impact from the provided information or assistance.

h. Demonstrated service to the college, university, profession, and/or international, national, and local community.

D. Completed Reviews
   1. Must be signed by the Reviewer (Project Director, Principal Investigator, or Chair of the CDS Personnel Committee) and the faculty reviewed.
   2. Evaluations will be performed between January and March each year.
   3. Completed and signed evaluations should be sealed and marked confidential then given to the CDS personnel officer to be filed.

E. Grievances
   1. In the event of a disagreement between the Reviewer and reviewed faculty member where an agreement cannot be reached, the following steps should be followed:
      a. Request mediation by the PI if the review was done by the Project Director.
      b. Bring the disagreement before the CDS Personnel Committee.
      c. Bring grievance to the CDS Director or Assistant Director.
   2. If still no satisfaction can be found after following these steps, then the grievance will then be brought to the University of Hawaii Professional Assembly for mediation.