

UNIVERSITY OF HAWAII

COMMUNITY COLLEGES POLICY

UHCCP #8.450 Retention and Disposition of Applications for Contract Renewal and Promotion/Tenure

November 2006

I. Purpose

The purpose of this Community College policy is to provide the retention schedule for applications for contract renewal and promotion/tenure.

II. Related University Policies

- A. University of Hawai'i Administrative Procedure, A8.450 Records Management
<http://www.hawaii.edu/svpa/apm/recmgmt/a8450.pdf>

III. Policy Objective

- A. As part of the contract renewal and promotion/tenure review process, faculty members prepare and submit applications which reflect their achievements, performance as faculty members, personal and professional development, and service to the college, University and community. The application is reviewed as part of the recognized and formalized academic process involving peers, administrators and the Board of Regents, as appropriate.
- B. Upon completion of the contract renewal and promotion/tenure process, the application is retained by the campus as official University property and any appendices are returned to the faculty member. This policy provides the retention and disposition schedule under which the application should be managed.

IV. Responsibilities

- A. Vice President for Community Colleges
1. Develop policies which specify the conditions under which the application should be retained and, subsequently, disposed; and
 2. Respond to questions regarding the disposition and retention of applications.

B. Chancellors

1. Ensure that the policies provided in the UHCCP are disseminated, understood, and observed by developing campus procedures for implementation of the procedures;
2. Utilize judgment and discretion in exceptions to the retention and disposition schedule; and
3. Ensure that applications retained by the campuses are held in a safe and secure location.

V. Policy

- A. University policy requires that a retention schedule be established for records that are maintained by departments. The schedule should set forth the time when a record may be retired to inactive status and the time when the records may be disposed.
- B. The proposed records retention schedule should be forwarded to the Office of Procurement and Real Property Management which will in turn submit the schedule to the State Comptroller for approval as required by section 94-3, Hawai'i Revised Statutes.
- C. Attachment 1 reflects the retention and disposition schedule for applications for contract renewal and tenure/promotion for the community colleges.

RETENTION AND DISPOSITION SCHEDULE FOR COMMUNITY COLLEGES

CONTRACT RENEWAL SUBMISSIONS AND PROMOTION AND/OR TENURE DOSSIER

Item No.	Description	Years or Period	
		From	Through
1.	<p>TENURE AND/OR PROMOTION DOSSIERS</p> <p>a. Dossier with Positive Decisions. Campus retains dossier for four (4) years, then destroys.</p> <p>b. Dossier with Negative Decisions. Campus retains dossier for five (5) years after negative decision rendered or five (5) years after completion of grievance, complaint, or lawsuit. After foregoing time period, destroys dossier.</p>	1965	Present
2.	<p>CONTRACT RENEWAL SUBMISSIONS</p> <p>a. Probationary Faculty.</p> <ul style="list-style-type: none"> ● Campus retains original Contract Renewal evaluations of Division/Department Personnel Committee (DPC); Division/Department Chair (DC); Dean; and Provost until faculty member is tenured or separated from service, after which evaluations are destroyed. ● Copy of each year's Contract Renewal is provided to the faculty member. <p>b. Non-Probationary Faculty.</p> <ul style="list-style-type: none"> ● Campus retains original Contract Renewal evaluations of Division/Department Personnel Committee (DPC); Division/Department Chair (DC); Dean; and Provost for five (5) years. Originals are destroyed after five (5) years or upon faculty member's separation from service. ● Copy of each year's Contract Renewal is provided to the faculty member. <p>c. Retain any Contract Renewal which is relevant to a grievance, lawsuit, or complaint for five (5) years following completion of the grievance, lawsuit, or complaint. After foregoing time period, destroy Contract Renewal.</p>	1965	Present

STATE OF HAWAII
RECORDS DISPOSITION AUTHORIZATION

State Archives
Iolani Palace Grounds, Honolulu, Hawaii 96813


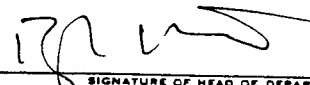
Attention: State Archivist

1. In compliance with Section 94-3 Hawaii Revised Statutes, as amended, I hereby request Continuous authorization to destroy
or otherwise dispose of the numbered record items listed below. Authorization

ITEM NO.	FORM NO.	DESCRIPTION	YEARS OR PERIOD		RE
			FROM	THROUGH	
		UNIVERSITY OF HAWAII Community Colleges Tenure and/or Promotion Dossiers Contract Renewal Submissions (See Over) <i>Joyce S. Iannata</i> 1/10/94 Senior Vice President and Chancellor for Community Colleges			

2. Record items Nos. _____ will be preserved on microfilm in accordance with Section 92-31 Hawaii Revised Statutes.

It is requested that Record items Nos. _____ be transferred to the State Archives.

3.  _____
SIGNATURE OF RECORDS OFFICER
University of Hawaii
DATE:  _____
SIGNATURE OF HEAD OF DEPARTMENT

4. I hereby certify that the records as listed, unless exceptions are listed below, do not appear to be of sufficient value for legal, administrative, or research purposes to warrant further preservation. Exceptions: _____

Record items Nos. _____ to be transferred to State Archives

AGENCY STATE ARCHIVIST

5. Destruction or other disposal, with exceptions indicated, approved. Continuous authorization
 Authorization