**University of Hawai'i Community Colleges**
Tenure, Promotion & Contract Renewal Online System
Applicant for Contract Renewal

Welcome to the University of Hawai'i Tenure, Promotion & Contract Renewal Online System. This training session is geared towards the Applicant in the contract renewal process.

To begin, your Campus Coordinator will give you access to the System by generating an email with the subject line, "Tenure, Promotion and Contract Renewal Notification." The first link in the email will take you to the Tenure, Promotion and Contract Renewal website.

Subject: Tenure, Promotion and Contract Renewal Notification
Date: Wed, 13 April 2022 14:24:00 -1000 (HST)
From: no-reply@hawaii.edu
To: applicant@hawaii.edu
CC: campuscoordinator@hawaii.edu

Your 2022 electronic application has been created in the Tenure, Promotion and Contract Renewal site at https://tenureandpromotion.hawaii.edu/tnp.

Application ID: **XXXX**
Application Type: Contract Renewal
Document Drive: Contract Renewal Application XXXX

Training will be provided to guide you through the electronic application process.

Note: This is a system generated notice, please do not respond to this email.

The login page can be found at: https://tenureandpromotion.hawaii.edu/tnp/
Log in using your UH username and password. The preferred browser is Google Chrome.
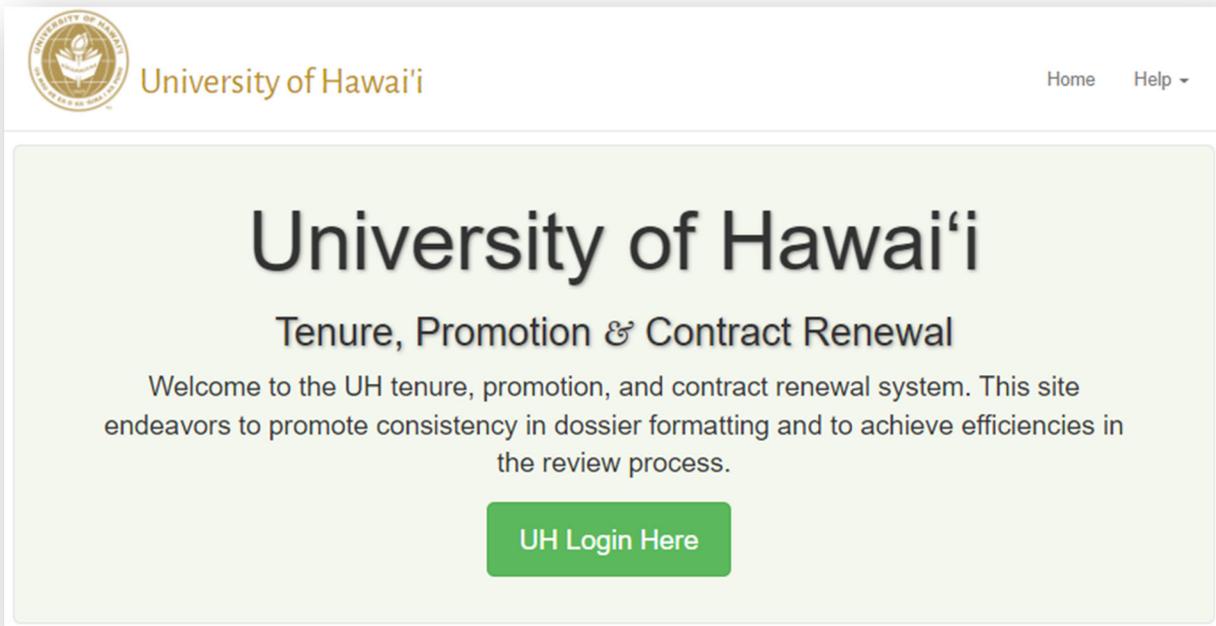
University of Hawai'i   Home   Help ▾

University of Hawai'i

Tenure, Promotion & Contract Renewal

Welcome to the UH tenure, promotion, and contract renewal system. This site endeavors to promote consistency in dossier formatting and to achieve efficiencies in the review process.

UH Login Here

Eligibility Tab

The fields under the Eligibility tab will be completed by your campus coordinator in the Chancellor's office. This tab contains the Applicant's information such as the subject area, initial probationary and current appointment dates, rank and type. Note that the initial probationary appointment section may be left blank if you are in a temporary position.

If contracts were extended to postpone contract renewal, it will be reflected at the bottom under Tenure and Promotion Consideration; the field will reflect "After Designated Year" and the approved memo will be attached. "Appropriate" indicates that the faculty is applying as scheduled.

Dossier

An Applicant has the flexibility to choose how they want to present their dossier. An Applicant may use the defaulted section headings (below) and upload their dossier in sections, or may choose to modify the name of the headings or the number of sections.

Working in the Dossier Tab
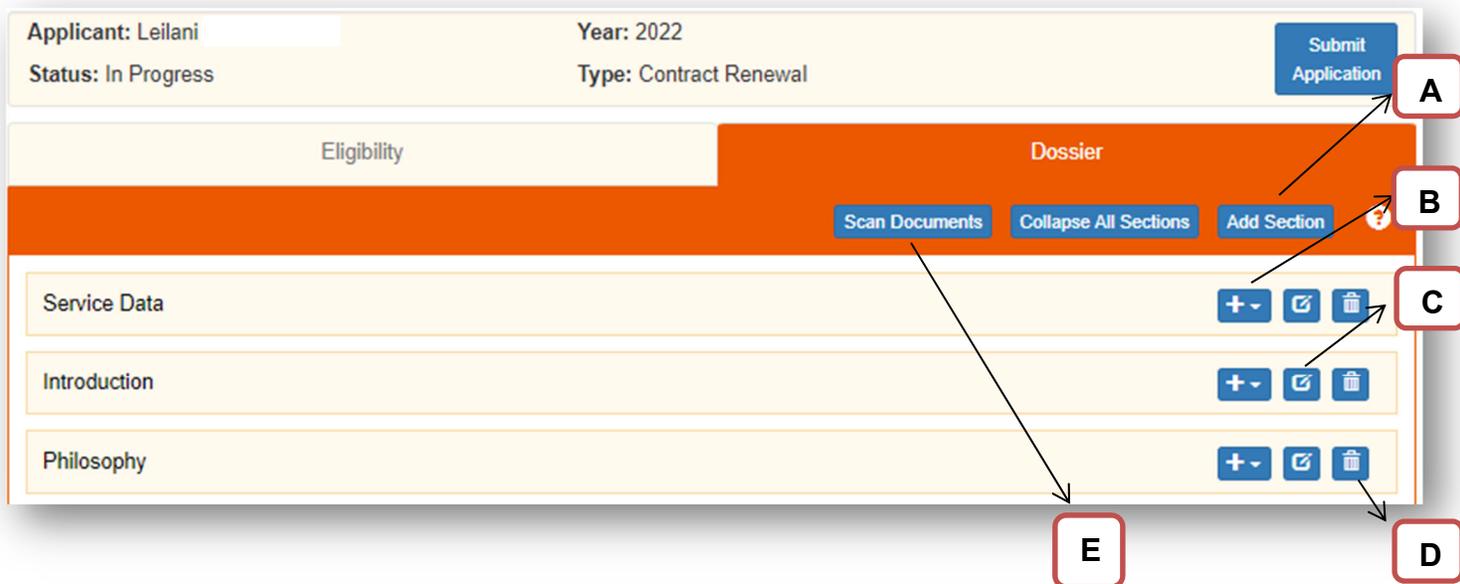
A	Add a new section to your dossier.	
B	Click on the pull down to choose how you want to upload/create your document:	

Upload File – upload a file from your computer to your Google shared drive.

Create New Google Doc – create a new Google Doc in your shared drive.

Link to Google Drive File – link a document in your Google shared drive to your dossier

|		
C	Edit Dossier Section Name	
D	Delete button. The document can be deleted from your dossier screen. But the document will remain in your Google Shared Drive.	
E	Scan Documents. To ensure hyperlinks in your Google Shared Drive are not linked to documents in your Google MyDrive. The system will scan all PDF, Google docs and Word files.	

Google Shared Drive

The second link in your email will take you to your Google Shared Drive. Each Applicant will have their own Shared Drive where your documents will be stored.   The link in your email is specific to each Applicant.

A new tab will open if you are already logged in to the Tenure, Promotion & Contract Renewal site.

Look for "Contract Renewal Application xxxx" (your application number).
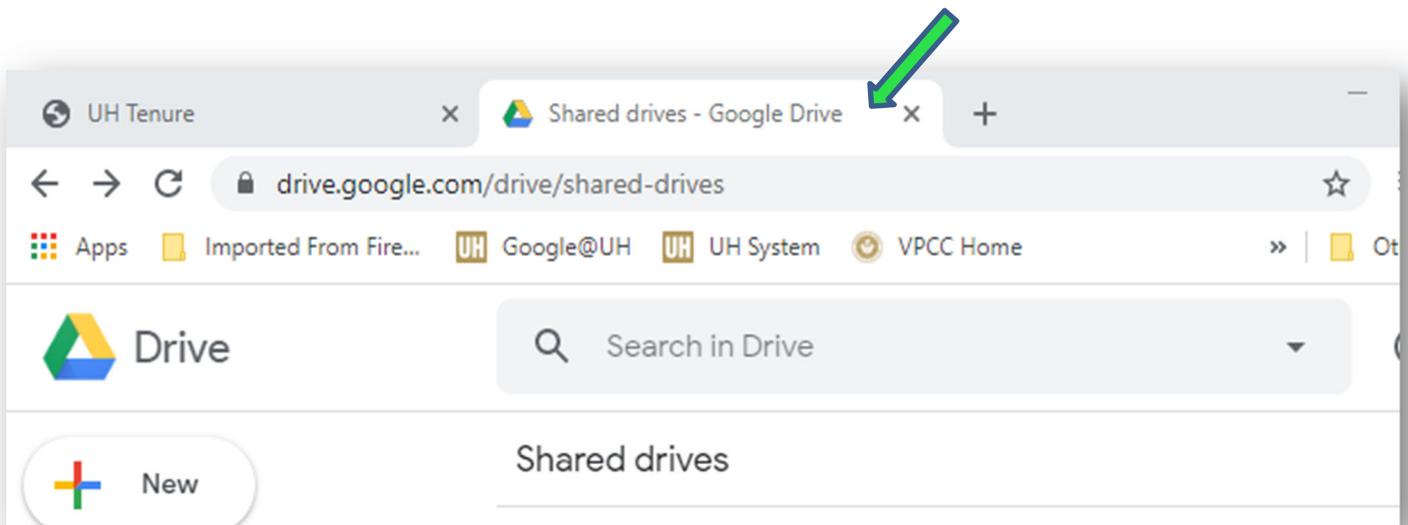
<u>Scan Documents</u>

To ensure hyperlinks in your documents in your Google Shared Drive are not linked to documents in your Google MyDrive, use the "Scan Document" button located under the Dossier tab. It will scan all PDF, Google docs and Word files in your Google Shared Drive. This is important because hyperlinking to resources in your Google MyDrive is not allowed since it can inadvertently expose the identity of the reviewers.

The results of the scan will be emailed to you (see below). If errors are found, the email will provide you with instructions on how to move files from your Google MyDrive to your application's Google Shared Drive.

Link Scanning Report

Applicant: **Leilani**
Application ID: **19900168**
Application Type: **Tenure with Automatic Promotion**

The numbered items below are the files in your applications Shared Drive that contain hyperlinks to files in MyDrive. Click on each hyperlink and move that file to your applications Shared Drive. Instructions on how to do that can be viewed here.

1. Test Copy of Copy of Primary Responsibilities
   - https://docs.google.com/document/d/1vhPj8J61MstRh2va_oa4rclej0iQf5Rmc_QvrmSi4JI/

2. Test Professional Self-Development Activities.docx
   - https://docs.google.com/document/d/1vhPj8J61MstRh2va_oa4rclej0iQf5Rmc_QvrmSi4JI/
   - https://docs.google.com/document/d/1JtxRhEwZv9Dq-ZqOV8XMekswn25320sk2r7_vV4ZDxg/

3. Intro - T&P.docx
   - https://docs.google.com/document/d/1vhPj8J61MstRh2va_oa4rclej0iQf5Rmc_QvrmSi4JI/

4. Philosophy.docx
   - https://docs.google.com/document/d/1vhPj8J61MstRh2va_oa4rclej0iQf5Rmc_QvrmSi4JI/

Wednesday, 27 April 2022, 11:10:02 AM

Note: This is a system generated notice, please do not respond to this email.

Sharing Dossier with Colleagues

The Tenure and Promotion/Contract Renewal System allows you to share your dossier with a colleague if you choose to have someone review your online dossier. Shared access will end when your dossier is submitted. This feature is available on the Home Page.

Submit Application

When your contract renewal documents are complete and you are ready to submit your application, click on the "Submit Application" button at the top right corner. You will receive an email notifying you that your application was successfully submitted.
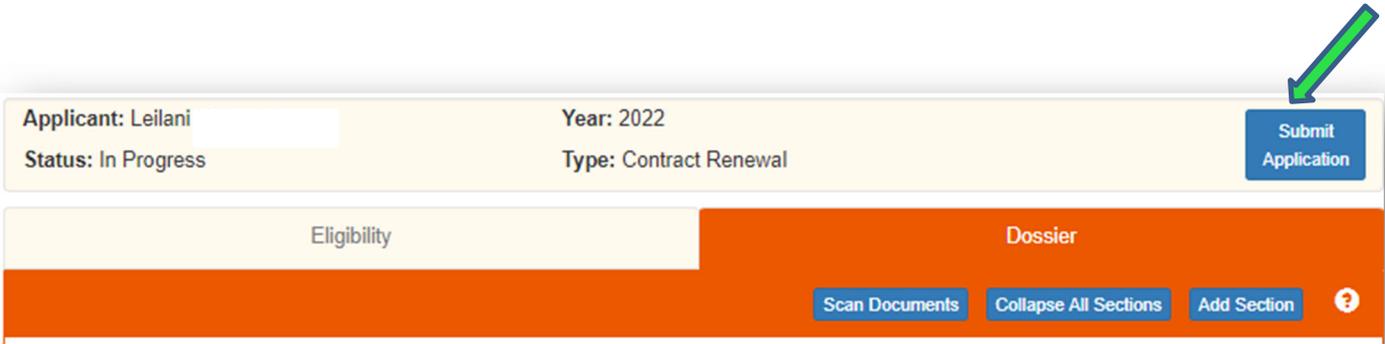
Notification of Submitted Application

The email confirmation below will automatically be generated when you hit the "Submit Application" button.

Copy of Google Shared Drive

At the time you submit your application, you will no longer have access to your dossier. However, you will receive an email with link to a copy of the documents in your Google shared drive.

> **To**: applicant
> **Bcc**: tenure-technical@lists.hawaii.edu
> **From**: tenureandpromotion@hawaii.edu
>
> All of the files in your Google Shared Drive for your <application year> electronic application have been copied for your convenience, and you are the owner of it. This copy is available at the URL below.
>
> Drive Name and URL: "Copy of Tenure and Promotion Application <application ID>" <copied drive url>
>
> -------
> Note: This is a system generated notice, please do not respond to this email.

Online Tenure and Promotion/Contract Renewal System Resources

Please visit the UH Community Colleges website for other resources for the online Tenure and Promotion/Contract Renewal System:

> http://uhcc.hawaii.edu/ovpcc/hr/faculty/online_tenure_promotion

View DPC and Dept/Div Chair Assessment

After the assessment is completed by your Dept/Div Chair, you will be notified by email that the DPC and Dept/Div Chair assessments are available for your review. After five calendar days, your access to the assessments will end and your application will automatically be routed for Dean/Director's review.

> **To**: applicant
>
> **cc**: department chair
>
> **Bcc**: tenure-technical@lists.hawaii.edu
> **From**: tenureandpromotion@hawaii.edu
>
> Your contract renewal assessments are available for your viewing per article XII.E.2. This will be available for 5 calendar days and then forwarded to your Dean/Director.
>
> Login to the Tenure and Promotion site at https://tenureandpromotion.hawaii.edu to view the DPC and Department Chair assessments.
>
> -------
> Note: This is a system generated notice, please do not respond to this email.