University of Hawai'i Community Colleges
Tenure, Promotion & Contract Renewal System
Instructions for the Reviewer

Welcome to the University of Hawai'i Community College's Tenure, Promotion & Contract Renewal Online System. This training session is geared towards the Reviewer in the tenure and promotion/contract renewal process.

To begin, you will receive an email with the subject line, "Tenure, Promotion and Contract Renewal Notification." The link in the email will take you to the Tenure, Promotion and Contract Renewal website.

To: all committee members
Bcc: tenure-technical@lists.hawaii.edu
From: tenureandpromotion@hawaii.edu

An electronic application for tenure and/or promotion is ready for your review.

Applicant: <applicant - firstname lastname>
Application: <application type>

Login to the Tenure and Promotion site at https://tenureandpromotion.hawaii.edu to begin the review process.

Reminder for chairs: In order to maintain anonymity of the committee members, your committee's recommendation report must not include any members' names or signatures.

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

Log in using your UH username and password. The preferred browser is Google Chrome. The login page can be found at: https://tenureandpromotion.hawaii.edu/tnp/

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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

Classification [View]
University of Hawaii Faculty Classification Plan.

Guidelines [View]
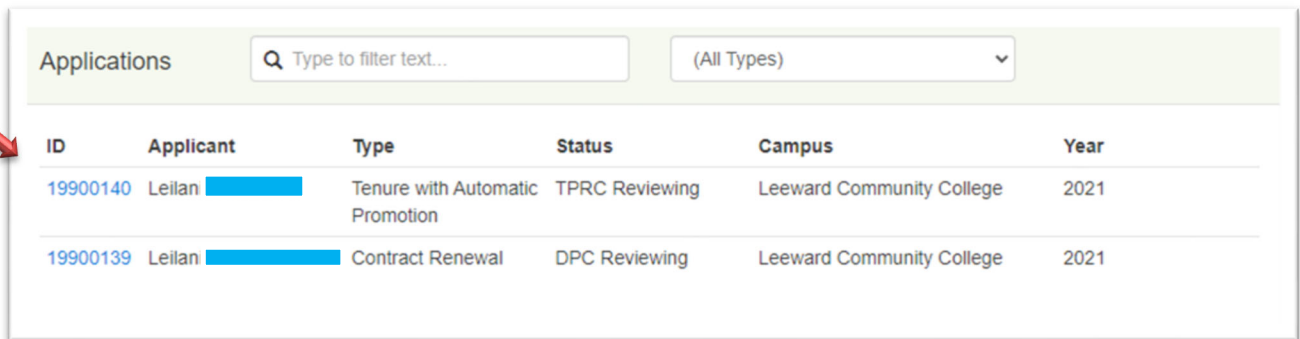Guidelines for Tenure, Promotion, and Contract Renewal for the University of Hawaii.

Dossier Library [View]
Shared Application Dossiers you can use as a guide.

Home Page

This is your home page. A list of faculty names, application type and status will be the first screen you see upon logging in to the Tenure, Promotion & Contract Renewal website. These applications are for your review.

Click on the ID number (in blue), which is located next to the applicant's name, to begin the review process.

ID	Applicant	Type	Status	Campus	Year
19900140	Leilan	Tenure with Automatic Promotion	TPRC Reviewing	Leeward Community College	2021
19900139	Leilan	Contract Renewal	DPC Reviewing	Leeward Community College	2021

Eligibility

The fields under the Eligibility tab are completed by your campus coordinator in the Chancellor's office and contain 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 this is a "Promotion Only" action for faculty in non-tenure track appointments. The Eligibility tab replaces the previous hard copy application form.

A shortening or extension of the probationary period will be indicated at the bottom under "Tenure/Promotion Consideration." "Appropriate" indicates that the appropriate time in rank was served. "Prior to Designated Year" or "After Designated Year" indicates that a shortening or extension was granted with the approved memo attached.

The Recommendation tab will only be visible to the DPC Chair, Div/Dept Chair, Dean, TPRC Chair and Chancellor since they will have the ability to upload the committees' assessments.

Dossier

Section headings within the dossier may differ among applicants. An Applicant has the flexibility to choose how to present their dossier. An applicant may choose to use the provided section headings and upload their dossier in sections or they may choose to modify the name of the headings or the number of sections.

This is a Reviewer's view of the dossier. Every dossier is organized differently and section headings may have been modified. To view the documents, click on the titles highlighted in blue.

The document types used could be a Google document (white background), Word document (black background) or PDF document (black background). Hyperlinks may be used in most types of documents; however hyperlinks generally do not work in PDF documents.

Recommendation

The DPC Chair, Dept/Div Chair, Dean and TPRC Chair will have the task of recording the committee's recommendation and uploading their written assessment. The option of "Strengths and Weaknesses" applies only to the DPC and only in the Tenure and/or Promotion process.

Note: DPC's recommendation for Contract Renewal Applications do not have the option of strengths and weaknesses.

New this year is the Votes section. This is where the DPC and TPRC Chairs will record the number of votes for their committee.

This is the view of a TPRC Chair for a Tenure with Automatic Promotion application.

Recommendation – DPC for Contract Renewals

This is the view of a DPC Chair for a Contract Renewal application.

DPC's recommendation for Contract Renewal Applications do not have the option of strengths and weaknesses. The DPC Chair recommends either a "Yes" or "No" and uploads the committee's recommendation.

Viewing a Previous Committee's Notes

Generally, the application will be forwarded electronically to the following committees in this order:

- ❖ Campus Coordinator in the Chancellor's Office
- ❖ Department/Division Personnel Committee (DPC)
- ❖ Department/Division Chair
- ❖ Dean/Director
- ❖ Tenure/Promotion Review Committee (TPRC)
- ❖ Chancellor

The Dept/Div Chair, Dean, TPRC Chair and Chancellor will have the ability to view the written assessment and recommendations of previous committees. The previous committee's assessment can be found under the Recommendation tab.

Note: Contract Renewal Applications will not have a TPRC.

Completing the Recommendation

After the committee chair uploads the written assessment and ensures everything is complete, click on the "Review Complete" button.

Department/Division Chairs

Beginning this year, Dept/Div Chairs will receive an email notice to review an application at the same time as the DPC.

To: DC
Bcc: tenure-technical@lists.hawaii.edu
From: no-reply@hawaii.edu

An electronic application for tenure and/or promotion is at the DPC. You can review the application as the department chair.

Applicant: <applicant - firstname lastname>
Application: <application type>

Login to the Tenure and Promotion site at https://tenureandpromotion.hawaii.edu to review this application.

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

While Dept/Div Chair will have access to review the application, they will not be able to upload their recommendation until a second email notice is received to let them know that the DPC has completed their review.

At that time, the Dept/Div Chair will be able to view the DPC's recommendation as well as upload their own.