

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

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

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

Subject: Tenure, Promotion and Contract Renewal Notification
Date: Wed, 13 April 2022 18:57:09 -1000 (HST)
From: no-reply@hawaii.edu
To: applicant@hawaii.edu
CC: campuscoordinator@hawaii.edu

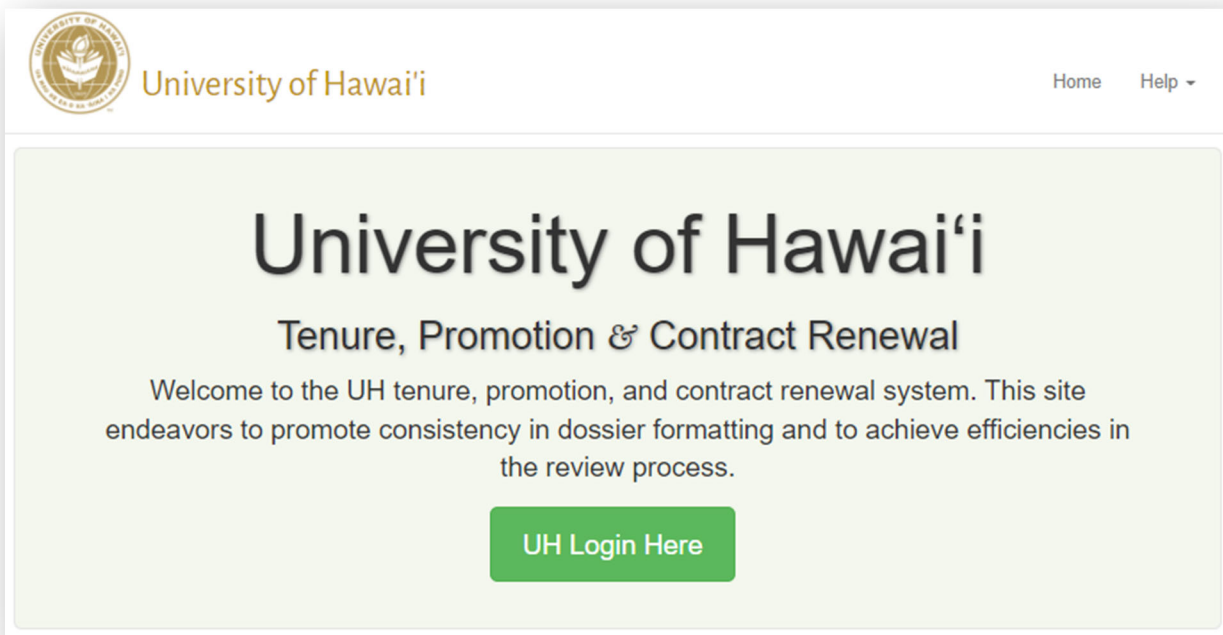
Your 2022 electronic application has been created in the Tenure, Promotion and Contract Renewal site at <https://tenureandpromotion.hawaii.edu/tnp>.

Application ID: XXXX
Application Type: **Tenure with Automatic Promotion**
Document Drive: [Tenure and Promotion 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.



The screenshot shows the top of the website with the University of Hawai'i logo and name on the left, and 'Home' and 'Help' links on the right. The main content area has a light green background with the title 'University of Hawai'i Tenure, Promotion & Contract Renewal' in large, bold, black text. Below the title is a welcome message: '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.' At the bottom center of this area is a green button with the text 'UH Login Here' in white.

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 applying for "Promotion Only". 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.

Applicant: Leilani
Status: In Progress

Year: 2022
Type: Tenure with Automatic Promotion

Submit Application

Eligibility Dossier Exclusions

Campus Leeward Community College Subject Area Marketing

Initial Probationary Appointment

Classification Community Colleges (C) Rank Instructor (2) Date 08/01/2019 Type 9 Month

Current Appointment

Classification Community Colleges (C) Rank Instructor (2) Date 08/01/2019 Type 9 Month

Tenure/Promotion

Consideration Prior to Designated Year Tenure Year

Memo shortening prob memo.doc Date of Last Promotion

Save Eligibility

Exclusions

By clicking on the “Add” button, you may add up to 10 names.

Applicant: Leilani
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Eligibility Dossier Exclusions

?

Add

! Important: The applicant has chosen not to exclude anyone from their TPRC committee.

Use the search field to search by first or last name. Note that the listing includes names of faculty UH systemwide.

Add Faculty Exclusion

Q Type to filter text...

Exclude	Name	Campus	Division	Branch	Section	T
<input type="checkbox"/>		UH Manoa	C OF EDUC	OFF OF STUDENT SERV	OFF OF STUDENT SERV	A
<input type="checkbox"/>		Kapiolani Community College	KAPIOLANI CC	VOC-BUSINESS ED	VOC-BUSINESS ED	F
<input type="checkbox"/>		Honolulu Community College	HONOLULU CC	DEANS OFFICE	DEANS OFFICE	A
<input type="checkbox"/>		UH Manoa	C OF ARTS, LANGUAGES &	DEPARTMENT OF ASIAN STUDIES	DEPARTMENT OF ASIAN STUDIES	F

Close

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.

Applicant: Leilani Year: 2022 [Submit Application](#)

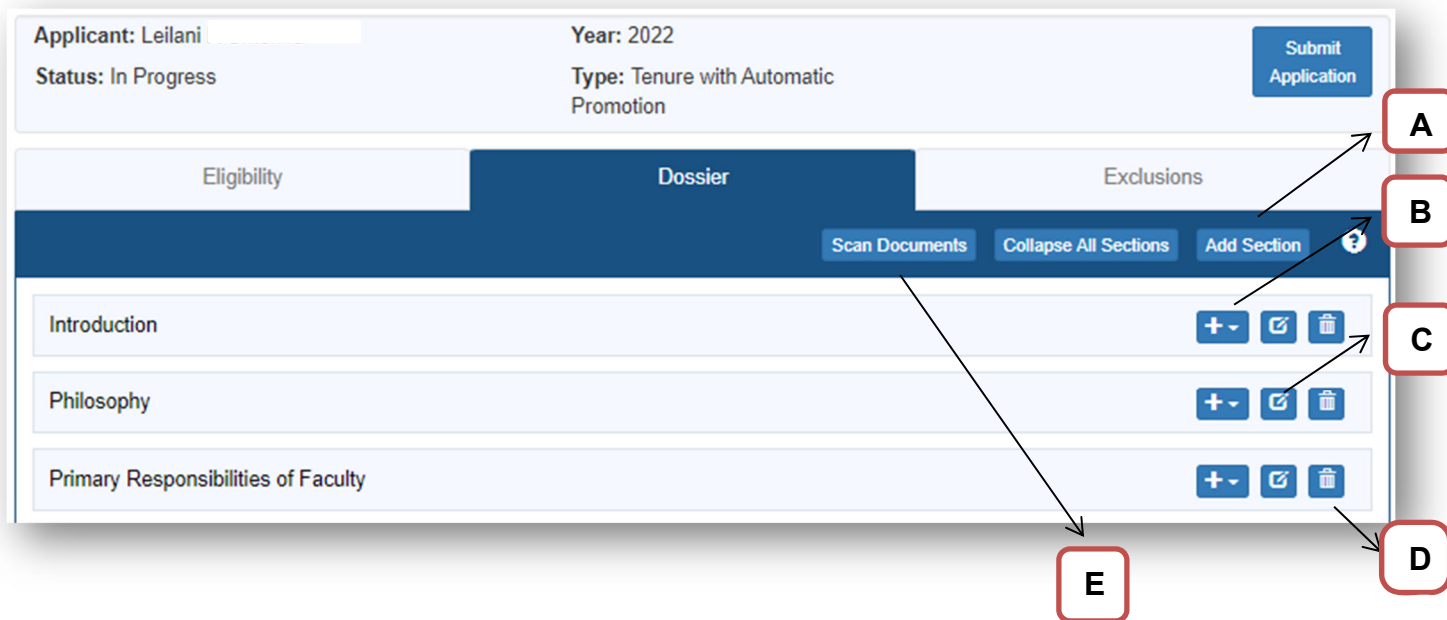
Status: In Progress Type: Tenure with Automatic Promotion

Eligibility **Dossier** Exclusions

[Scan Documents](#) [Collapse All Sections](#) [Add Section](#) [?](#)

Introduction	+ -		
Philosophy	+ -		
Primary Responsibilities of Faculty	+ -		
Professional/Self-Development Activities	+ -		
College/Community Service Activities	+ -		
Leadership Activities	+ -		
Other Endeavors	+ -		
Educational Background	+ -		
List of Courses Taught	+ -		
List of Assigned Time	+ -		
UH Employment History	+ -		
Closing	+ -		
Appendix	+ -		

Working in the Dossier Tab



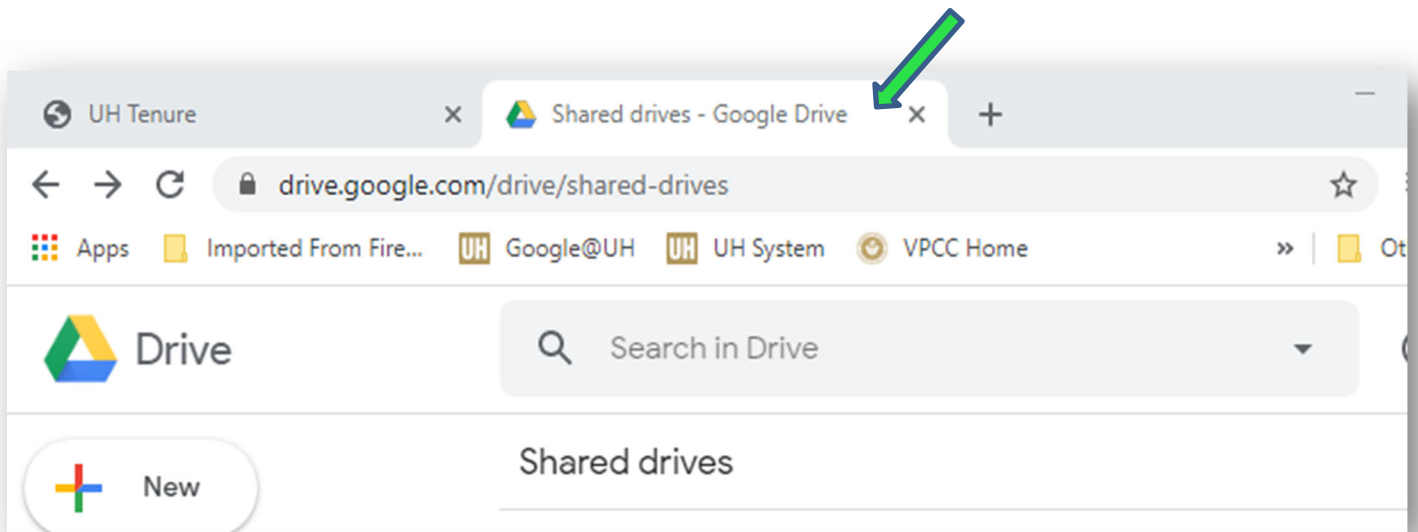
- A** Add a new section to your dossier.
- B** Click on the pull down to choose how you want to upload/create your document:
- Upload File – upload a file from your computer to your Google shared drive.
 - Create New Google Doc – create a new Google Doc in your shared drive.
 - Link to Google Drive File – 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 “Tenure and Promotion Application xxxx” (your application number).



Scan Documents

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_0a4rclej0iQf5Rmc_QvrmSi4Jl/

2. [Test Professional Self-Development Activities.docx](#)

- https://docs.google.com/document/d/1vhPj8J61MstRh2va_0a4rclej0iQf5Rmc_QvrmSi4Jl/
- https://docs.google.com/document/d/1JtxRhEwZv9Dq-ZqOV8XMekswn25320sk2r7_vV4ZDxg/

3. [Intro - T&P.docx](#)

- https://docs.google.com/document/d/1vhPj8J61MstRh2va_0a4rclej0iQf5Rmc_QvrmSi4Jl/

4. [Philosophy.docx](#)


- https://docs.google.com/document/d/1vhPj8J61MstRh2va_0a4rclej0iQf5Rmc_QvrmSi4Jl/

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, 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.

ID	Applicant	Type	Status	Campus	Year	
19900168	Leilani	Tenure with Automatic Promotion	In Progress	Leeward Community College	2022	



Share Application 19900168

Colleagues with Shared permission

@hawaii.edu 

Add new Colleague Share

Colleague's UH Number, Username or Email Address

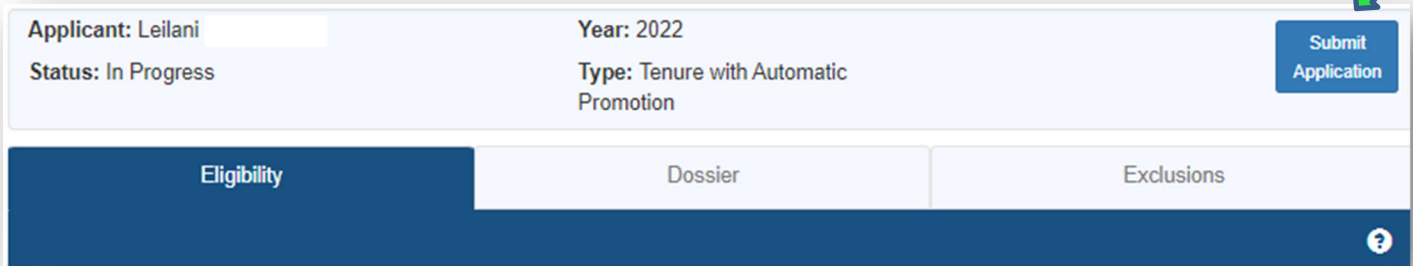
Name

Send notification email to Colleague?

Submit Application

When your dossier is complete and you are ready to submit your application, you may choose to click on the “Submit Application” button at the top right corner. When you submit your application, you will no longer have access to your dossier.

If you do not click on the Submit Application button, your dossier will automatically be submitted at 4:30 p.m. on the due date.



Applicant: Leilani	Year: 2022	Submit Application
Status: In Progress	Type: Tenure with Automatic Promotion	
Eligibility	Dossier	Exclusions
?		

Notification of Submitted Dossier

The email confirmation below will automatically be generated when you hit the “Submit Application” button or when your dossier is automatically submitted at 4:30 on the deadline date.

Submitted Template

To: applicant

cc: coordinator

Bcc: tenure-technical@lists.hawaii.edu

From: tenureandpromotion@hawaii.edu

Your <application year> <application type> application has been successfully submitted! Please note that you no longer have access to your Shared Drive.

You can periodically login to the Tenure and Promotion site to check your application's progress at <https://tenureandpromotion.hawaii.edu>.

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

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 System Resources

Please visit the UH Community Colleges website for templates, tips and other resources for the online Tenure and Promotion System:

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

Form-fillable Word templates are available to Applicants for the following documents. You may use your own document if you wish, these are available for your convenience only.

- Cover Sheet and Table of Contents
- Education Background
- List of Courses Taught
- List of Assigned Time
- UH Employment History

Notices After TPRC Review

After the TPRC review, you will receive one of the following email notices:

To: applicant
cc: coordinator
Bcc: tenure-technical@lists.hawaii.edu
From: tenureandpromotion@hawaii.edu

This is to notify you that the Tenure and Promotion Review Committee has made a positive recommendation for your Application for Tenure and/or Promotion. Your dossier has been forwarded to the Chancellor/Provost for further review and recommendation.

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

To: applicant
cc: coordinator
Bcc: tenure-technical@lists.hawaii.edu
From: tenureandpromotion@hawaii.edu

All committees have reviewed your dossier and there was a negative recommendation from one or more committees. If you wish to review the recommendations and provide a rebuttal, you must login to the Tenure and Promotion site at <https://tenureandpromotion.hawaii.edu> and click on the "Review and Provide Rebuttal" button by midnight <**date** calculated as 5 days if Tenure Only, 10 days otherwise from date of this email>. If you do not click on the "Review and Provide Rebuttal" button by midnight <**date**>, your application will be automatically sent to your Chancellor for review.