

## KAPI'OLANI COMMUNITY COLLEGE

### Tenure and/or Promotion Applicant Instructions

Tenure and promotion forms, including the a) tenure and promotion eligibility worksheet, b) tenure and promotion guidelines and c) tenure and promotion timeline, are available on the Kapi'olani CC 'Ohana website at:

[Faculty Tenure and Promotion Forms](#)

Prior to submission of the tenure and promotion application and dossier, the following items must be completed.

- 1) Applicant submits faculty **tenure and promotion eligibility worksheet to HR** for verification. Applicants are encouraged to submit the worksheet prior to the start of fall semester, but **no later than two weeks prior to the published deadline for dossier submission.**
- 2) Applicant submits a copy of the completed and approved eligibility worksheet to the chancellor's secretary, after which an online account for the applicant will be created on the University of Hawai'i Tenure, Promotion, and Contract Renewal system website.

Please see the tenure and promotion timeline referred to above for the online dossier submission deadline.

### Tenure/Promotion Dossier Return

Tenure/Promotion documents are no longer accepted in hard copy format. Everything is to be submitted online. Reviewers will also be submitting their recommendations/decisions online. The system will send a link to the applicant at the end of the submission process that will enable the applicant to read the submitted dossier. **Applicants are encouraged to keep ALL materials that they have submitted for tenure/promotion in exactly the same format as was submitted electronically for their future reference.**

In the case of a positive recommendation prior to 2021, applicants may request copies of reviewers' comments from the Human Resources Office. In accordance with Article XIX-G of the 2017-2021 UHPA Collective Bargaining Agreement, "A Faculty Member who is furnished material requested from the Employer shall reimburse the Employer at the rate of \$.50 for the first five sheets and \$.05 per sheet thereafter."

In the case of a negative recommendation, the applicant has a right to view the responses, pursuant to the relevant articles in the UHPA Collective Bargaining Agreement, and may obtain copies of reviewers' comments after all appeal processes are completed. Faculty are strongly encouraged to carefully read the contract in these cases.