

# TENURE AND PROMOTION ELIGIBILITY WORKSHEET

(Submit to Kapi'olani CC HR: Recommended prior to the start of the Fall semester,  
but no later than 2 weeks before dossier submission deadline.)

(Completed worksheet will be returned to you within 2 weeks of submission.)

## PART I: TO BE COMPLETED BY APPLICANT

Applicant's Name: \_\_\_\_\_  
(Legal name on record) Last, First M.I.

Division/Department: \_\_\_\_\_

Present Rank: \_\_\_\_\_ Field/Discipline: \_\_\_\_\_

Application for: \_\_\_\_\_ TENURE ONLY, AT RANK C\_\_\_\_\_  
\_\_\_\_\_ TENURE AND PROMOTION, TO RANK C\_\_\_\_\_  
\_\_\_\_\_ PROMOTION ONLY, TO RANK C\_\_\_\_ (DELEGATED? \_\_\_\_\_)

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## PART II: TO BE COMPLETED BY KAPI'OLANI CC HUMAN RESOURCES OFFICE

### ELIGIBILITY REVIEW:

With: Y/N Waiver of Minimum Qualifications? (For Tenure and/or Promotion to C3 only)  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Y/N Shortening/Extending of Probationary Period?  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Y/N Waiver of Time-in-Rank?  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

### Appointment history:

Initial appointment:  
at Rank C\_\_\_\_/9mo or 11mo on \_\_\_\_\_ Tenure Track or non-Tenure Track (circle one)  
Rank Circle one Date (If Tenure Track, Probation End Date: \_\_\_\_\_)

### Other pertinent employment history:

at Rank C\_\_\_\_/9mo or 11mo on \_\_\_\_\_ Tenure Track or non-Tenure Track (circle one)  
Rank Circle one Date (If Tenure Track, Probation End Date: \_\_\_\_\_)

at Rank C\_\_\_\_/9mo or 11mo on \_\_\_\_\_ Tenure Track or non-Tenure Track (circle one)  
Rank Circle one Date (If Tenure Track, Probation End Date: \_\_\_\_\_)

Tenure Date: \_\_\_\_\_

Promotion Dates: \_\_\_\_\_ from C\_\_\_\_ to C\_\_\_\_  
\_\_\_\_\_ from C\_\_\_\_ to C\_\_\_\_

Eligible: **Y or N**

REMARKS:

\_\_\_\_\_  
KCC HR DATE