

UNIVERSITY OF HAWAI'I COMMUNITY COLLEGES
2017 - 2018

Application For (*applicant to check one*):

- Tenure only at Rank _____
- Tenure and Promotion to Rank _____ (actions evaluated separately)
- Promotion only to Rank _____
- Tenure with Promotion (without separate application) from Rank 2 to 3

PART I. ELIGIBILITY (Information to be certified by Dean/Assistant Dean for both tenure and promotion applicants.)

Name of Applicant: _____

College: _____

Subject Area: _____

Initial Probationary Appointment at College:

Rank: C-_____ Initial Appointment Date: _____

Appointment Type: (*check one*) ___ 9-month or ___ 11-month

Present UH Appointment: (*If different from above*)

Rank: C-_____ Effective Date: _____

Appointment Type: (*check one*) ___ 9-month or ___ 11-month

Complete the item below if faculty member is applying for tenure.

Tenure Consideration is (*check one*):

- Appropriate since the applicant is in the 5th probationary year of service.
- Prior to initially designated year. See Chancellor's approval for shortening of probationary period dated_____/_____/_____. (Article XII, Section C of the Agreement). A copy of the approved shortening is attached (pages 1.2 to 1._____).
- After initially designated year. See Chancellor's approval for extension of probationary period dated_____/_____/_____. (Article XII, Section C of the Agreement). A copy of the approved extension is attached (pages 1.2 to 1._____).

Signature: _____ Date: _____

Dean

Print Name: _____

Applicant: _____

College: _____

PART II. CERTIFICATION (*To be completed by Applicant*)

A. I have read Articles XII, XIV and XV of the UHPA/UH Agreement, as appropriate.

Signature _____ Date _____
Applicant

B. On the matter of consultation with my Department/Division Chair/Unit Head regarding my tenure and/or promotion application (*check as appropriate*):

- 1. I did consult.
- 2. I was not able to consult (*give reasons*) _____
- 3. I did not request consultation.

Signature _____ Date _____
Applicant

C. Use of Guidelines:

1. For "Tenure Only" and "Tenure and Promotion" applicants

(*please select one of the following*):

- a. I hereby apply for tenure and certify that I have read the current *Guidelines for Tenure for the University of Hawai'i Community Colleges* and that I understand them.
- b. I have read the current *Guidelines for Tenure for the University of Hawai'i Community Colleges*. I certify that I understand them, but do not wish to apply for tenure. I further understand that I will be given a one-year terminal contract as provided for in Article XII, Section F, of the Agreement.

2. For "Promotion only" applicants. (*Please select one of the following*):

- a. I believe I meet the minimum qualifications for the next higher rank. I therefore wish to be considered for promotion.
- b. I do not meet the minimum qualifications for the rank for which I am applying, but wish to be considered for promotion based on a request for waiver of minimum qualifications. A copy of the approved waiver is attached (pages 2.3 to 2._____).

Signature _____ Date _____
Applicant

Applicant: _____

College: _____

D. I certify that all the information provided in my dossier is true and verifiable.

Signature _____ Date _____
Applicant

E. Notification Address:

In the event it should be impractical to notify me of the University's decision by personal delivery, I ask that notice be mailed to the address given below. I understand that if I provide no address below, mailing will be to the last recorded residence on file in the Human Resources Office and shall constitute effective notification.

Signature _____ Date _____
Applicant

Spring Address: .
(until May 31)

Summer Address: .
(If different from
above)

Applicant: _____

College: _____

PART III. DIVISION ASSESSMENT (To be completed by the Division/Departmental Personnel Committee)

Assessment of Strengths and Weaknesses

The DPC's written assessment of the applicant's strengths and weaknesses is attached. (pp. 3._____ to 3._____)

Signature _____ Date _____
DPC Chair

Print Name: _____

Applicant: _____

College: _____

PART IV. DIVISION / DEPARTMENT CHAIR

This is to acknowledge that in accordance with Article XII, G.2.c., I have not participated in the deliberations of the DPC nor influenced the DPC's written assessment. My separate and independent written assessment and recommendation of the applicant's strengths and weaknesses is attached. (pp. 4._____ to 4._____)

Signature _____ Date _____
Division / Department Chair

Print Name: _____

Applicant: _____

College: _____

PART V. DEAN OR EQUIVALENT

My separate written assessment and recommendation of the applicant's strengths and weaknesses is attached. (pp. 5._____ to 5._____)

Signature _____ Date _____
Dean or Equivalent

Print Name: _____

Applicant: _____

College: _____

**PART VI. TENURE AND PROMOTION REVIEW COMMITTEE (TPRC)
RECOMMENDATION (to be filled out by the Chair of the TPRC)**

A. Recommendation

The TPRC assigned to review this application is familiar with the "Criteria for Tenure/Promotion" contained in the Guidelines for Tenure/Promotion.

After consideration of the evidence and the prior assessments, the TPRC voted as follows:

Number voting tenure and/or promotion be granted _____

Number voting tenure and/or promotion not be granted _____

Signature _____ Date _____
TPRC Chair

Print Name: _____

B. Statement

A statement summarizing the TPRC's evaluation and any minority reports are appended (pp. 6._____ to 6._____).

Applicant: _____

College: _____

PART VII. REQUEST TO EXAMINE DOSSIER *(to be filled out by applicant and Chancellor, if there is negative recommendation)*

A. APPLICANT

- 1. I wish to examine my dossier as a result of notification by the Chancellor that it contains a negative recommendation.

Signature _____ Date _____
 Applicant

- 2. I acknowledge having examined the dossier and will will not submit written comments and additional material to the Chancellor by 4:30 p.m. on ____/____/____.

Signature _____ Date _____
 Applicant

B. CHANCELLOR

- 1. I acknowledge receipt of written comments and additional materials from the applicant. These materials have been appended as pp. 7.____ to 7.____, and will be transmitted with the dossier to the TPRC.

Signature _____ Date _____
 Chancellor

Print Name: _____

C. TPRC Response to Written Comments and Additional Material

The TPRC has considered the comments and additional material submitted by the applicant and responds as follows:

- Reaffirms its original recommendation, as indicated on p. 6.1; and explained in the statement appended on pp. 7.____ to 7.____ *(optional)*
- Recommends as follows, as explained in the statement appended on pp. 7.____ to 7.____.

Applicant: _____

College: _____

Number voting that tenure and/or promotion be granted _____

Number voting that tenure and/or promotion not be granted _____

Signature _____ Date _____

TPRC Chair

Print Name: _____

Applicant: _____

College: _____

PART VIII. CHANCELLOR'S RECOMMENDATION / DECISION

A. For Tenure Applications only

1. Certification of Continuing Need:

I certify that there is continuing need for the services in the position to which the applicant is being considered for tenure.

Yes

No

B. My recommendation / decision is:

Tenure with promotion be granted

Tenure with promotion not be granted

Tenure be granted

Tenure not be granted

Promotion be granted

Promotion not be granted

Signature _____ Date _____
Chancellor

Print Name: _____

Applicant: _____

College: _____

PART IX. GENERAL INFORMATION (*To be completed by Applicant*)

A. Educational Background

	<u>Type</u>	<u>Awarded</u>	<u>Field</u>	<u>Institution</u>
Highest Degree/ Certificate				

Other Degrees/ Certificates				
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	<u>Type</u>	<u>Period Attended</u>	<u>Institution / Organization</u>
Specialized			

Training (non-degree)			
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	<u>Type</u>	<u>Date Awarded</u>	<u>Date Effective</u>	<u>Awarding Agency</u>
Professional License / Certificate				

Applicant: _____

College: _____

B. List of courses taught in the past four (4) years (*List the most recent courses first. Non-instructional faculty need not complete this item unless they have been assigned courses.*)

Academic Year	Course Alpha/No.	Course Title	No. of Sections	No. of Students

C. List of Assigned Time (*list most recent assigned time first.*)

Academic Year	Duties Assigned	Credit Equivalent

Applicant: _____
College: _____

D. UH Employment History at College

Give in reverse chronological order, dates of significant personnel actions since appointment. These include prior range advancements, promotions, leaves without pay (indicate purpose), periods of broken service, and beginning date of probationary service if different from date of initial hire.

	<u>Date(s)</u>	<u>Personnel Actions</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

Applicant: _____

College: _____

PART X. ENDEAVORS**A. Statement on Endeavors**

The general outline provided below has been specifically designed to be non-prescriptive in nature; to encourage independent judgment; to allow for creativity on the part of each applicant; and to demonstrate professional accomplishments, viewpoints, attitudes and outlook as a community college educator. Each faculty member is responsible for clearly showing how he/she fully meets the expectations of the rank and criteria at which tenure/promotion is requested. The faculty member must include a clear rationale for his/her selection of activities and a substantive interpretation of the results.

The information to be provided would normally include descriptions of:

1. Primary duties
2. Professional/self-development activities
3. College/community service activities
4. Leadership abilities

Other appropriate endeavors, if any, may be included in the dossier. Append and paginate pages as required.

- B. Supporting Materials (Optional). Supporting materials, if submitted, are to be organized in separate appendices. The information must be pertinent to the narrative portions of the application. Other supporting materials, if requested by any reviewing bodies, shall also be organized for easy reference.