

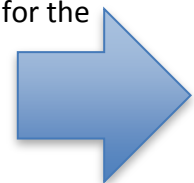
**Suggested Timeline for  
Contract Renewal and Tenure and/or Promotion Document Flow  
(10/7/13, Revised 7/5/14, Revised 5/28/16, Revised 12/6/16)**

**Contract Renewal Dossier Submission • Internal Process**

	Due
The office of the program administrator <sup>1</sup> sends forms to Department Chair (DC)/Unit Head in Spring semester. DC/Unit Head meets with applicant in Spring Semester. Chair and applicant sign p. 1.1 of the Contract Renewal form.	Spring
CR document turned in to <b>DC or Unit Head</b> by 4:30 pm September 15 (or first working day after September 15 if it falls on a weekend)	Sep 15
Department Personnel Committee (DPC) or Combined Personnel Committee (CPC) <sup>2</sup> reviews document	Sep-Oct 30
In academic departments and support units, DC/Unit Head reviews document	Nov 1-30
DC/Unit Head meets with applicant. DC/Unit Head gives copies of DPC and DC/Unit Head responses to applicant	Dec 1-20
DC/Unit Head/Chair of CPC submits dossier(s) to program administrator (UHPA 2015-2017, Article XII.E.2)	<b>By Dec 20</b>
Program administrator reviews document	Dec 20-30
Program administrator sends copies of her/his response to applicant and to DC/Unit Head	By Dec 30
Chancellor reviews document	Starting Jan 1

**Contract Renewal Dossier Return**

UHCCP 8.450 specifies the policy on retention and disposition of personnel documents. Pursuant to that policy, contract renewal dossiers must be retained by the Human Resources Office. In the case of a positive decision for contract renewal, applicants' appendixes will be returned to the applicant's department/unit by the Chancellor's Office at the end of the process. However, in the case of a negative decision for contract renewal, all the contract renewal documents will be archived by the Human Resources Office for the requisite number of years.



<sup>1</sup> Varies according to program.

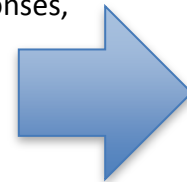
<sup>2</sup> Combined Personnel Committee reviews dossiers from faculty in units other than academic, student services or academic support units.

**Tenure/Promotion Dossier Submission • Process Governed by UHPA**

	Due
<p>Applicant submits <a href="#">TENURE AND PROMOTION ELIGIBILITY WORKSHEET</a> to HR for verification. Applicants are encouraged to submit the worksheet prior to the start of Fall semester <b>but no later than two weeks prior to the published deadline for dossier submission</b>. Applicant submits the completed worksheet and signature page of official forms (found in <i>Faculty Tenure/Promotion Guidelines &amp; Forms</i> p. 1.1) to program administrator<sup>3</sup> for signature. Applicant includes completed signature page and signed eligibility worksheet in dossier prior to submission.</p>	<p>At least 2 weeks before dossier submission deadline</p>
<p>Please refer to the <a href="#">Tenure/Promotion Timeline sent out by the Chancellor's Office and posted on the Kapi'olani CC 'Ohana website</a>.</p>	

**Tenure/Promotion Dossier Return**

Tenure/Promotion documents are generally not returned to the applicant. Appendices, if they are in a separate binder, will be returned by the Chancellor's Office to the applicant's department/unit at the end of the process. In the case of a positive recommendation, applicants may request copies of reviewers' comments from the Human Resources Office. In accordance with Article XIX-G of the 2009-2015 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 (5) 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.




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<sup>3</sup> Varies according to program.

**Note to applicants:**

**Make sure that you have copies of ALL materials that you have submitted for contract renewal or for tenure/promotion in exactly the same format as was submitted. You are encouraged to keep both paper and electronic copies.**

(VCAA/HR 12/6/16)