

# TENURE AND PROMOTION ELIGIBILITY WORKSHEET

(Submit to KCCHR: 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? \_\_\_\_\_)

\*\*\*\*\*

## PART II: TO BE COMPLETED BY KAPIOLANI COMMUNITY COLLEGE 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 (For Tenure Applications Only):

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

Other pertinent employment history:  
at Rank C\_\_\_\_ on \_\_\_\_\_ Tenure Track or non-Tenure Track (circle one)  
Rank Date (If Tenure Track, Probation End Date: \_\_\_\_\_)

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

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

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

\_\_\_\_\_ from C\_\_\_\_ to C\_\_\_\_

Eligible: **Y or N** \_\_\_\_\_  
Rev. Initial Date

REMARKS:

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