



September 16, 2021

MEMORANDUM

TO: Faculty Senate Chairs

David Tsugawa, Hawai'i CC
Drake Zintgraff, Honolulu CC
Richard Halverson, Kapi'olani CC
Jonathan Kalk, Kaua'i CC
Michael Oishi, Leeward CC
Rosie Vierra, UH Maui College
Lance Uyeda, Windward CC

FROM: Erika Lacro
Vice President for Community Colleges

A handwritten signature in black ink, appearing to read "Erika Lacro".

SUBJECT: Inclusion of Application Year in Subsequent Promotion Applications

Recently, it has come to our attention that an issue regarding promotion applications needs to be clarified. Specifically, the question is whether applicants should include accomplishments in the year of their previous application for tenure and/or promotion, when applying for subsequent promotions.

For example, if a faculty member received tenure and promotion to Rank 3 effective August 1, 2018, that application was submitted in October 2017. The faculty is now applying for promotion to Rank 4 in October 2021. The current application to Rank 4 **should include** accomplishments from October 2017 since that was not included in the previous application. The same would apply when the faculty later applies for promotion to Rank 5—accomplishments from October 2021 should be included in that application. This example situation is laid out chronologically in the following table:

Date	Applicant Action	Dossier accomplishments based on:	Time at rank based on:
October 5, 2017	Application for tenure/promotion to Rank 3 submitted	Period up to October 5, 2017	Effective date of hire at Rank 2
August 1, 2018	Effective date of tenure/promotion to Rank 3		
October 1, 2021	Application for promotion to Rank 4 submitted	Period between October 5, 2017 – October 1, 2021	August 1, 2018
August 1, 2022	Effective date of promotion to Rank 4		

It is possible that the uncertainty over the time period of accomplishments to include in a T&P application stems from calculation of time at rank that determines when a faculty member is eligible to apply for T&P. Generally, as can be seen in the table above, an application for tenure/promotion will necessarily include a year at the applicant’s previous rank. Thus, in the example above, the applicant is eligible to apply for promotion to Rank 4 based on the effective date of his/her effective date at Rank 3, which is August 1, 2018. However, that applicant’s dossier will necessarily include the period from October 2017 (when the application for promotion to Rank 3 was filed) to October 2021 (when the application for promotion to Rank 4 is filed). Thus, the dossier will include the faculty member’s accomplishments at both Rank 2 (from October 5, 2017 – August 1, 2018) and Rank 3 (from August 1, 2018 – October 2021).

Possible deviations from this accepted practice do not appear to serve the faculty’s interests. Ignoring the accomplishments of the “fallow year” (as LCC faculty senate chair Michael Oishi refers to it) would effectively remove an entire year of service from consideration—clearly not in anyone’s interest. On the other hand, prospectively including the “fallow year” accomplishments in an application would change the dossier from a record of accomplishments to a plan of what is expected to be accomplished, and thus radically change the review process to include a system for verification and contingent decisions. Again, clearly this is in no one’s best interests.

I hope this explanation clarifies the matter for those who were uncertain about the process and/or logic behind the current system.

C: Chancellors