

Hawai'i Community College

Contract Renewals, Tenure and Promotion Standard Operating Procedures

August 1 - The chancellor's secretary requests the lists of probationary and non-probationary faculty from the Hawai'iCC Human Resources Office. The list for the probationary faculty will include the discipline and tenure year. The chancellor's secretary prepares the list of probationary faculty (2nd year, 4th year, tenure/promotion). The chancellor's secretary also prepares the list of non-probationary faculty and sends these lists to administrators and secretaries. The list may be shared with DC's and DPC members only, but not the entire faculty.

August 15 – The Chancellor's Office receives forms, guidelines and deadlines from the UH Community College System Office (Mike Unebasami, Associate Vice President for Administrative Affairs). The chancellor's secretary forwards this information electronically to the Hawai'i CC webmaster with the schedule of internal deadlines to post on the Hawai'i CC website: "Resources for Faculty and Staff—Contract Renewal, Tenure and Promotion":

[\(http://hawaii.hawaii.edu/faculty-staff/\)](http://hawaii.hawaii.edu/faculty-staff/)

The chancellor's secretary will broadcast via Hawai'iCC listserve regarding the availability of forms, guidelines and deadlines.

Each Division will be responsible for ensuring that the appropriate faculty members are reminded of the deadlines.

Faculty applying for contract renewals and tenure/promotion must submit their applications/dossiers by 4:30 p.m. on the appropriate deadline **to the Chancellor's Office, Manono Campus Building 378. West Hawai'i faculty** may submit their applications/dossiers **at the West Hawai'i Director's Office** by 4:30 p.m. on the due date.

West Hawai'i will inform the Chancellor's Office of all applications/dossiers received and will make arrangements to have them transferred to the Chancellor's Office by the West Hawai'i Director.

When all documents are received at the Chancellor's Office, the chancellor's secretary will inform the division secretaries that documents are ready to be reviewed by the DPCs.

- The clerical support for Hospitality and Tourism (HOST) and Construction Academy will be responsible for respective areas.
- The secretary for the Office of the Vice Chancellor for Academic Affairs (VCAA) will be responsible for faculty reporting directly to the VCAA – i.e. Learning Center Coordinator, Assessment Coordinator, Instructional Support Coordinator.

Note: (Prior to the chancellor's review) Contract Renewal documents for Construction Academy faculty will be reviewed by the ATE—Construction DPC and DC and the Dean for CTE. Contract Renewal documents for Hawai'i Life Styles Counselors will be reviewed by the OSS Counseling DPC and Vice Chancellor for Student Affairs.

If promotion documents are received, the chancellor's secretary will inform the appropriate secretary. The chancellor's secretary will send the "Exclusion Option" to persons applying for tenure and/or promotion.

All Tenure and/or Promotion documents must remain in the Chancellor's Office during the review period. Contract renewal documents may be picked up by the department clerical staff or DPC chair during the review period.

The Chancellor's Office will follow the remainder of the ***Community Colleges Tenure/Promotion Timelines***.