

**Retention and Disposition of Applications
for Contract Renewal, Tenure and Promotion**

Background:

As part of the tenure/promotion and contract renewal application review process, faculty members prepare and submit applications/dossiers that reflect their achievements, performance as faculty members, personal and professional development, and service to the college, university, and community. Upon completion of the tenure/promotion and contract renewal process, the dossier/application is considered to be the property of the University of Hawai'i and shall be retained by the campus with any appendices returned to the faculty member.

Policy:

The purpose of this policy is to set forth the retention schedule under which the application should be maintained. This policy is in accordance with Section 92F-14, Hawai'i Revised Statutes (HRS) and UH Administrative Procedures A8.450 Records Management.

Guidelines

1. Faculty dossiers are confidential.
2. Faculty Tenure and/or Promotion Dossiers.
 - a. Approved dossiers: Dossiers will be retained for four (4) years (after effective date of approval) then destroyed. Appendices are returned to the faculty member immediately after the effective date of approval.
 - b. Negative dossiers: Dossiers will be retained for five (5) years after negative decision rendered or five (5) years after completion of grievance, complaint, or lawsuit. After foregoing time period, dossiers will be destroyed.
3. Contract Renewal Submissions
 - a. Probationary Faculty
 - 1) Campus will retain original Contract Renewal evaluations of Division/Department Personnel Committee (DPC); Division/Department Chair (DC); Dean; and Chancellor until faculty member is tenured or separated from service, after which evaluations are destroyed.

- 2) A copy of each year's Contract Renewal is provided to the faculty member.
- b. Non-Probationary Faculty
- 1) Campus will retain original Contract Renewal evaluations of Division/Department Personnel Committee (DPC); Division/Department Chair (DC); Dean; and Chancellor for five (5) years. Originals are destroyed after five (5) years or upon faculty member's separation from service.
 - 2) A copy of each year's Contract Renewal is provided to the faculty member.
- c. Contract Renewals that are relevant to a grievance, lawsuit, or complaint will be retained for five (5) years following completion of the grievance, lawsuit, or complaint. After foregoing time period, the Contract Renewals will be destroyed.

Issued on March 12, 2002.