GUIDELINES FOR TENURE AND PROMOTION

UNIVERSITY OF HAWAI'I COMMUNITY COLLEGES

2026-2027

APPLICATION DEADLINE

October 2, 2026

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GUIDELINES FOR TENURE

A. INTRODUCTION

This document describes the University of Hawai'i Community Colleges tenure application process. It is a guide for both the applicant and the peer and administrative reviewers of the application. This document outlines the community colleges' expectations and values. It provides standard forms and formats which community college faculty may use to organize and present their applications for tenure.

The guidelines are written so that information common to all applications can be consistently presented and assessed. This information consists of discipline expertise, instructional delivery skills, instructional design skills, achievements in other areas of professional service, and how the applicant has sustained a high level of quality in their efforts over time.

For the applicant, these guidelines encourage a flexible approach for self-appraisal and provide the framework for a professional presentation of an educator's commitment to teaching and learning in an open-door institution of higher learning. The format guides have been designed to encourage independent judgment and to stimulate creativity on the part of each applicant. They present an opportunity for the applicant to document professional accomplishments, viewpoints, and attitudes as a community college educator.

For the reviewer, these guidelines are to be used in conjunction with the *Community Colleges Faculty Classification Plan* approved by the Board of Regents. The guidelines emphasize the need for the thoughtful exercise of peer participation in assessment matters in higher education. In accordance with Article X, B, faculty members are reminded that 1) there is a strict exclusion from voting of any individual who is not a tenured bargaining unit 07 member on the tenure of another faculty member; and 2) that only faculty members of equal or higher rank to which the applicant has applied can vote on applications for promotion. In addition, in accordance with Article XII, G.2.j., faculty members are reminded that when participating on personnel committees, they have the responsibility for avoiding conflicts of roles by recusing themselves from the process when such conflicts exist.

B. GENERAL INFORMATION FOR TENURE APPLICANTS

The 2025-2029 Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i (hereinafter referred to as "the Agreement") requires that all eligible faculty apply for tenure by their final year of probationary service according to a timetable established and published by the University. Probationary service is defined in Article XII, Section C, of the Agreement. The normal probationary period is five (5) probationary years. If requests for extensions are approved, the probationary

period may extend an additional two years for a total maximum of seven (7) years. Failure to apply for tenure during the final year of probationary service, results in the automatic issuance of a terminal year contract commencing August 1 (Article XII, Section F of the Agreement). If you have any questions regarding your final year of probation, check with your campus Human Resources Office.

Tenure applications shall be made available to eligible faculty members no less than six (6) weeks prior to the application deadline. Faculty members applying in the final year of the normal probationary period shall have the option of being considered under the criteria contained in the guidelines distributed this academic year or those contained in the guidelines distributed two years earlier (Article XII, Section G of the Agreement).

The application for tenure is very important. The information submitted by you, and that which is appended to your application by reviewers, is the documentation upon which your case for tenure will be examined. It is your responsibility to see that all pertinent information has been included in your application.

The Available Options

Article XII of the Agreement defines when you should normally apply for tenure. There are several options available to you:

1. If you are in your final year of probationary service, or in your terminal year of service but have a written agreement that the University will accept your tenure application during the 2025-2026 academic year, you must decide whether or not to apply.

    a. Be sure to complete and submit the application to your Chancellor before or by the close of business on **October 2, 2026.** To assist you, the Division Chair/Unit Head/Dean is available for consultation, but is prohibited from assisting in the preparation of the application. Procedures for review of your application are outlined in Section C below. You should also be familiar with Article XII of the Agreement.

    b. If you decide not to apply, you must inform your Chancellor in writing before or on **October 2, 2026**.

        IMPORTANT: If you elect this choice, your contract for 2026-2027 will be your last probationary year and you will receive a terminal year contract commencing August 1, 2027. Your appointment with the University will terminate on July 31, 2028, unless you resign before that date.

2. You may apply for tenure before your final year of probationary service. If you wish to do so, however, you should have submitted a signed letter requesting that the University reduce your normal probationary period. This letter should have been submitted in Spring of 2026. Please note that, in the event the request was approved, the 2026-2027 academic year will become your final year of probationary service and a negative decision on your application for tenure will result in a terminal year contract commencing August 1, 2027.

3. If you are Rank 2 probationary faculty, you must apply for promotion to Rank 3 in the same year that you apply for tenure, provided that you meet the requirements stated in these Guidelines. The decision to grant tenure includes a determination that you qualify for promotion to Rank 3 (Article XII, C.2.g. of the Agreement). Should tenure be denied, you may request a review consistent with Article XII, H.

C. CRITERIA FOR TENURE

The general reasons for granting tenure are that the University has concluded a) that you are, and will continue to be, an efficient and productive member of your discipline and college; and b) that it anticipates a long-term need for the services you have proven yourself capable of rendering. Applicants are reminded that although reviews are guided by specific criteria and all reviews involve a fair and thorough consideration of the evidence, the final tenure decision involves judgment, and may include honest differences of opinions. It should also be noted that because the granting of tenure involves a long-term commitment of the resources of the University, the review process is essentially conservative. Unless there is a clear case for tenure, the practice is not to recommend tenure to the President.

In evaluating the request for tenure, reviewers will consider accomplishments and performance from the start of your probationary appointment at the College. In order to be awarded tenure in a given rank, a faculty member must meet the minimum qualifications, including the requirements for education and experience established by the University for that rank, and any additional criteria which may have been established.

It is also important to include in your dossier a discussion of the following:

1. your own philosophy and goals regarding teaching (or counseling, or appropriate area of instructional support);
2. your perceptions about the students we serve, including their needs and aspirations[1] ;
3. a concise self-analysis of how you have responded to these educational needs, including a self-analysis of the degree of attainment of student learning outcomes in the classes taught; and

[1] Your statement should be made in the context of the Community Colleges' mission, i.e., an open-door institution that serves a multi-ethnic student population.

4. the possible impact and contributions you have made toward achieving your professional objectives and meeting your students' needs. It is understood that you are not solely responsible for the attainment of student learning outcomes by all students.

D. GUIDELINES FOR PREPARING THE APPLICATION (TENURE)

Your application for tenure is the means by which you inform those involved in the review process of your achievements and ability. Therefore, it is your responsibility to clearly show how you fully meet the expectations of the rank and criteria at which tenure is requested. You must clearly describe all of your professional activities and where appropriate, provide substantive interpretation and discussion of summarized data and information. Please ensure that the following are included in your dossier:

1. Statement of Endeavors
   The general outline provided below has been specifically designed to be non-prescriptive in nature; to encourage independent judgment; to allow for creativity on the part of each applicant; and to demonstrate professional accomplishments, viewpoints, attitudes and outlook as a community college educator. Each faculty member is responsible for clearly showing how they fully meet the expectations of the rank and criteria at which tenure/promotion is requested. The faculty member must include a clear rationale for their selection of activities and a substantive interpretation of the results.

   The information to be provided would normally include descriptions of:
   a. Primary duties
   b. Professional/self-development activities
   c. College/community service activities
   d. Leadership abilities

   Other appropriate endeavors, if any, may be included in the dossier.

2. Supporting Materials
   Supporting materials, if submitted, should be organized in a separate section. The information must be pertinent to the narrative portions of the application. Other supporting materials, if requested by any reviewing bodies, shall also be organized for easy reference.

3. General Information - Word templates are provided, or you may, as an alternative, create your own documents which includes the required information.
   a. Educational Background
   b. List of Courses Taught
   c. List of Assigned Time
   d. UH Employment History

GUIDELINES FOR PROMOTION

A. INTRODUCTION

This document describes the University of Hawai'i Community Colleges promotion application process. It is a guide for both the applicant and the peer and administrative reviewers of the application. This document outlines the community colleges' expectations and values and provides standard forms and formats which community college faculty may use to organize and present their applications for promotion. These guidelines are written so that information common to all applications can be consistently presented and assessed. This information consists of discipline expertise, instructional delivery skills, instructional design skills, achievements in other areas of professional service, and how the applicant has sustained a high level of quality in their efforts over time.

For the applicant, these guidelines encourage a flexible approach for self-appraisal and provide the framework for a professional presentation of an educator committed to teaching and learning in an open-door institution of higher learning. The forms and format guides have been designed to encourage independent judgment and to stimulate creativity on the part of each applicant. They present an opportunity for the applicant to document professional accomplishments, viewpoints, and attitudes as a community college educator.

For the reviewer, these guidelines are to be used in conjunction with *The Community Colleges Faculty Classification Plan* approved by the Board of Regents. The guidelines emphasize the need for the thoughtful exercise of peer participation in assessment matters in higher education. In accordance with Article X, B, faculty members are reminded that 1) there is a strict exclusion from voting of any individual who is not a tenured bargaining unit 07 member on the tenure of another faculty member; and 2) that only faculty members of equal or higher rank to which the applicant has applied can vote on applications for promotion. In addition, in accordance with Article XII, G.2.j., faculty members are reminded that when participating on personnel committees, they have the responsibility for avoiding conflicts of roles by recusing themselves from the process when such conflicts exist.

B. GENERAL INFORMATION FOR PROMOTION APPLICANTS

Article XIV of the *2025-2029 Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i* (hereinafter referred to as "the Agreement") provides that any faculty member shall, upon application, be considered for promotion in any year in accordance with guidelines established by the University. This means that faculty may apply for promotion in accordance with the guidelines set forth below.

Should there be a substantial change in the promotion criteria in the year of application, the candidate shall have the option of being considered under the criteria contained in the guidelines distributed in the preceding year. (Article XIV, Section B.2. of the Agreement)

Creditable service includes regular on-duty service, sabbatical leaves, and leaves without pay for professional improvement.

Accomplishments used to support a merit-based special salary adjustment affecting a faculty member's base salary will be excluded from consideration for promotion, and vice versa.

The application for promotion is very important. The information submitted by you, and that which is appended to your application by reviewers, is the principal documentation on which your application for promotion will be examined. It is your responsibility to see that all pertinent information has been included in your application.

The Available Options

1. If you believe you have met the expectations and criteria of the rank to which you plan to apply for promotion, you may submit your promotion application:

   - from Rank 2 to 3 after completing your fourth year of creditable service in Rank 2;

   - from Rank 3 to 4, or Rank 4 to 5, after completing your third year of creditable service in rank 3 or 4, respectively.

2. You may apply for promotion prior to the required time period even if you do not meet the minimum qualifications with respect to time-in-rank for the rank to which you are applying if you believe that your outstanding experience and/or performance is worthy of such consideration. In this case, you may apply for an early promotion only after approval has been received by the appropriate approving authority.

   Your request for a shortening should contain a detailed explanation of why you believe a shortening is justified. As a general rule, such requests are granted only in unusual and exceptional circumstances. Note that requests for such waivers must be approved prior to the application deadline.

   After familiarizing yourself with the Guidelines for Promotion and assessing your eligibility, inform your Chancellor of your intent to apply for promotion prior to the Fall Semester that you are applying. You should also be familiar with Article XIV of the Agreement.

C. CRITERIA FOR PROMOTION

In order to be promoted, the applicant must meet the minimum qualifications established by the Board of Regents for the rank to which promotion is sought in addition to any other criteria which may be established. However, the mere satisfaction of these requirements does not guarantee promotion, rather the decision for promotion is based on whether the faculty member has documented performance at the level to which they are seeking promotion. Instead, promotion represents an important transition in the faculty member's professional status. The exact stage of a faculty member's career at which promotion is deserved is a matter of judgment and there may be honest differences of opinion based upon fair and thorough consideration of your dossier. Because the granting of promotion has implications for the University's standards and its standing in the academic community, the review process is essentially conservative. Unless there is a clear case for promotion, the practice is not to recommend promotion to the President.

In assessing the dossier for promotion, reviewers will consider your accomplishments and performance during the period since your last promotion, or since initial appointment at the College if you have not been previously promoted during your service here.

It is also important to include in your dossier a discussion of the following:

1. your own philosophy and goals regarding teaching (or counseling, or appropriate area of instructional support);
2. your perceptions about the students we serve, including their needs and aspirations[2] ;
3. a concise self-analysis of how you have responded to these educational needs, including a self-analysis of the degree of attainment of student learning outcomes in the classes taught; and
4. the possible impact and contributions you have made toward achieving your professional objectives and meeting your students' needs. It is understood that you are not solely responsible for the attainment of student learning outcomes by all students.

In addition to a discussion of these four general topics, the dossier should address, under appropriate headings, how you have met each of the criteria for the rank to which you are applying. For example, faculty members applying to rank C3, should address the rank C3 criteria; those applying to rank C4 should address rank C4 criteria, and so on. The specific criteria for each rank are listed in the Community Colleges Faculty Classification Plan.

[2] Your statement should be made in the context of the Community Colleges' mission, i.e., an open-door institution that serves a multi-ethnic student population.

D. GUIDELINES FOR PREPARING THE APPLICATION (PROMOTION)

Your application for promotion is the means by which you inform those involved in the review process of your achievements and ability. Therefore, it is your responsibility to clearly show how you fully meet the expectations and criteria of the rank to which promotion is requested. You must include a clear rationale for your selection of activities and a substantive interpretation of the results. Please ensure that the following are included in your dossier:

1. Statement of Endeavors
   The general outline provided below has been specifically designed to be non-prescriptive in nature; to encourage independent judgment; to allow for creativity on the part of each applicant; and to demonstrate professional accomplishments, viewpoints, attitudes and outlook as a community college educator. Each faculty member is responsible for clearly showing how they fully meet the expectations of the rank and criteria at which tenure/promotion is requested. The faculty member must include a clear rationale for their selection of activities and a substantive interpretation of the results.

   The information to be provided would normally include descriptions of:
   a. Primary duties
   b. Professional/self-development activities
   c. College/community service activities
   d. Leadership abilities

   Other appropriate endeavors, if any, may be included in the dossier.

2. Supporting Materials
   Supporting materials, if submitted, should be organized in a separate section. The information must be pertinent to the narrative portions of the application. Other supporting materials, if requested by any reviewing bodies, shall also be organized for easy reference.

3. General Information - Word templates are provided, or you may, as an alternative, create your own documents which includes the required information.
   a. Educational Background
   b. List of Courses Taught
   c. List of Assigned Time
   d. UH Employment History

GENERAL INFORMATION TEMPLATES

Templates for General Information sections are provided below:

- Educational Background
- List of Courses Taught
- List of Assigned Time
- UH Employment History

Word templates are available at the OVPCC website https://uhcc.hawaii.edu/ovpcc/administrative-affairs/hr/tenure-promotion-and-contract-renewal-resources.php

EDUCATIONAL BACKGROUND

Highest Degree/Certificate

TYPE	AWARDED	FIELD	INSTITUTION

Other Degrees/Certificates

TYPE	AWARDED	FIELD	INSTITUTION

Specialized

TYPE	PERIOD ATTENDED	INSTITUTION/ORGANIZATION

Training (non-degree)

TYPE	PERIOD ATTENDED	INSTITUTION/ORGANIZATION

Professional License/Certificate

TYPE	DATE AWARDED	EFFECTIVE DATE	AWARDING AGENCY

LIST OF COURSES TAUGHT

List of courses taught in the past four (4) years (List the most recent courses first. Non-instructional faculty need not complete this item unless they have been assigned courses.)

ACADEMIC YEAR	COURSE ALPHA/NUMBER	COURSE TITLE	NUMBER OF SECTIONS	NUMBER OF STUDENTS

LIST OF ASSIGNED TIME

(list most recent assigned time first)

ACADEMIC YEAR	DUTIES ASSIGNED	CREDIT EQUIVALENT

UNIVERSITY OF HAWAII EMPLOYMENT HISTORY

University of Hawai‘i employment history at college. Give in reverse chronological order, dates of significant personnel actions since appointment. These include prior range advancements, promotions, leaves without pay (indicate purpose), periods of broken service, and beginning date of probationary service if different from date of initial hire.

DATE(S)	PERSONNEL ACTIONS