





Be it further resolved, that the Hawai'i Community College Academic Senate recommends that any faculty member preparing for **tenure and promotion**:

1. Refer to the HawCC website <https://hawaii.hawaii.edu/> and under Resources for Faculty select Contract Renewal, Tenure and Promotion to access information and resources regarding deadlines, guidelines and forms.
2. Review the current *Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i and the Community Colleges Faculty Classification Plan*.
3. Consult at least a year before the document is due with a tenured faculty mentor, or the division or department chair, and for tenure complete the revised Progress Report for Probationary Faculty.
4. Attend a tenure and promotion workshop offered in the fall and spring semesters by the HawCC Faculty/Staff Development Committee, at least a year before the dossier is due.
5. Provide a clear, brief, substantive and compelling argument in the dossier for tenure and promotion. Have the draft dossier reviewed before submission by a trusted colleague. The completion of an accompanying Appendices is highly recommended.

Be it further resolved, that this resolution will be reviewed and modified as required by future agreements between the *University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i*.



**HAWAII COMMUNITY COLLEGE**  
**PROGRESS REPORT FOR PROBATIONARY FACULTY**

This progress report is designed to help ensure that probationary faculty are properly assisted in the preparation of a contract renewal dossier and/or tenure and promotion dossier and have been made aware of any concerns which if unaddressed, could lead to their contract not being renewed.

Name \_\_\_\_\_ Date Due to DC/DH \_\_\_\_\_

- ✓ Mark before each statement or phrase that is true for you.
- X Mark before each statement or phrase that is not true for you, or you are uncertain.

\_\_\_\_ I have reviewed the information and resources found on the HawCC website under Resources for Faculty and in the area of Contract Renewal, Tenure and Promotion

\_\_\_\_ I have a mentor who is a tenured professor and I have consulted with them about my dossier

\_\_\_\_ I have attended a contract Renewal workshop offered in fall and/or spring by the HawCC Staff Development Committee

\_\_\_\_ I have reviewed the current *Agreement between the University of Hawaii 'i Professional Assembly and the Board of Regents of the University of Hawaii 'i and the Community Colleges Faculty Classification Plan*

\_\_\_\_ I know when my Contract Renewal document is due

\_\_\_\_ I know how to format and paginate the dossier

\_\_\_\_ I know what is expected in the narrative (Endeavors Section) in each of the following areas:



\_\_\_ Primary duties

\_\_\_ Assigned time (if any)

\_\_\_ Student evaluations

\_\_\_ Peer evaluations

\_\_\_ Accomplishments/Resources developed

\_\_\_ Professional/Self-Development activities

\_\_\_ Committee/College/Community Service activities

\_\_\_ Leadership

\_\_\_ Response to previous year's contract renewal evaluation (if applicable)

\_\_\_ Comments/Evaluations of previous year's goals (if applicable)

\_\_\_ Goals/Objectives for the upcoming academic year with projected timelines for implementation

\_\_\_ I know that the submission of supporting documents in a separate binder is optional but highly recommended and that I may be asked to submit one or more supporting documents by the reviewers.

Please identify any issues, concerns, or recommendations which I can reflect on for the dossier, or for my performance in general. Please delineate with an appropriate course of action:

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If more space is required please attach the document to the Progress Report.

Probationary Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by the Division Chair/Department Head

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_