

# Hawaii Community College Academic Senate Recommendation

Topic of recommendation: Resolution #2019-4 Dossier Preparation

Initiated by: Claudia Wilcox-Boucher, Academic Senate Chair

Meeting date: April 26, 2019

Academic Senate voting results: unanimous in support

Rationale: see whereas statements

*Complete below or attach document.*

Content:

See attached

Resolved that:

*Submitted by*

Academic Senate Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Acknowledged and Received by*

Chancellor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chancellor's disposition of recommendation (e.g. codified into Hawaii CC Policy manual with number assigned, referred to appropriate administrator inclusion in Catalog, etc.):

See attached




UNIVERSITY of HAWAII\*  
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COMMUNITY COLLEGE

HAW CC  
VC FOR ACADEMIC AFFAIRS

2019 OCT 18 PM 2:12

DATE: September 30, 2019

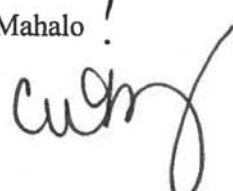
TO: Joni Y. Onishi, Vice Chancellor for Academic Affairs

FROM: Claudia Wilcox-Boucher, Academic Senate President 

RE: Approval of Academic Senate Resolution #2019-4: Update of the Hawaii'i Community College (HawCC) Academic Senate 2005, 2006 and 2007 Resolutions regarding Expectations of Faculty in Writing Renewal and Promotion Dossiers

Aloha Joni:

The Academic Senate approved Academic Senate Resolution #2019-4: Update of the Hawaii Community College Academic Senate 2005, 2006 and 2007 Resolutions regarding expectations of Faculty in writing renewal and promotion dossiers. (attached). This resolution will be reviewed and modified as required by future agreements between the *University of Hawaii'i Professional Assembly and the Board of Regents of the University of Hawaii'i*.

Mahalo !  




## Academic Senate of Hawai'i Community College

Resolution #2019-4

A resolution calling for an update of the Hawai'i Community College (HawCC) Academic Senate 2005, 2006 and 2007 Resolutions regarding expectations of faculty in writing renewal and promotion dossiers.

Whereas, there has been some confusion regarding the content and length of contract renewal, tenure and promotion documents, and

Whereas, there has been some confusion about when documents are to be submitted, and

Whereas, there has been confusion regarding the use of a Progress Report to ensure that probationary faculty are "properly assisted in preparing a contract renewal dossier" (Progress Report for Probationary Faculty), and

Whereas, there have been discrepancies in the support probationary faculty receive in preparing for renewal and promotion dossier,

Be it resolved, that the Hawai'i Community College Academic Senate recommends that any faculty member preparing for **contract renewal**:

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 complete the revised Progress Report for Probationary Faculty together.
4. Attend a contract renewal 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 the renewal of your contract. 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 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.
- 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 \_\_\_\_\_



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April 29, 2020

Claudia Wilcox-Boucher  
Academic Senate President

Via email: claudiab@hawaii.edu

Dear Claudia:

On behalf of the Administrative team at Hawaii CC, mahalo for informing us that Resolutions No. 2019-2, 2019-3, and 2019-4 have recently been approved by the Academic Senate.

The Administrative team is committed to supporting the Resolutions as follows:

AS Resolution #2019-2, Install Electric Vehicle Recharging Stations on Manono and Palamanui Campuses per Hawaii State Law

***Vice Chancellor Ken Kaleiwahea has included plans for the Manono redevelopment for EV stations. We will continue to pursue funding and support to comply with the law.***

AS Resolution #2019-3, Using Fully Compostable Products in all Food Service Capacities

***Both EH and WH CULN programs are going through the last of their noncompliant inventory and are moving toward using more expensive compostable products. The increased cost is being passed on to customers.***

AS Resolution #2019-4, Update of Hawai'i Community College (HawaiiCC) Academic Senate 2005, 2006, and 2007 Resolutions Regarding Expectations of Faculty in Writing Renewal and Promotion Dossiers

***The resolution have been posted at our website for future reference for faculty and staff, specifically on the faculty and staff resource page under contract renewal tenure and promotion, <http://www.hawaii.hawaii.edu/faculty-staff>. In addition, the faculty workshop on this topic will include the resolution.***

Mahalo nui loa.

Sincerely,

A handwritten signature in blue ink that reads "Rachel Solemsaas".

Rachel Solemsaas, Ed. D  
Chancellor

c: HawaiiCC Administrative Team  
David Tsugawa, Incoming Academic Senate President