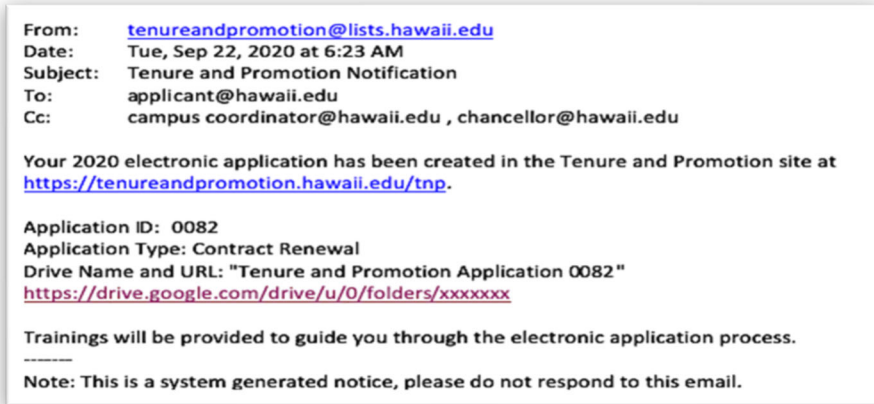


## University of Hawai'i Community Colleges Contract Renewal Online System

Welcome to the University of Hawai'i Community College's Tenure and Promotion/Contract Renewal Online System. This system is used for both tenure and promotion and contract renewal applications. This training session is geared towards the Applicant in the contract renewal process.

To begin, your Campus Coordinator will give you access to the System and an email will be generated with the subject line, "Tenure and Promotion Notification." The first link in the email will take you to the Tenure & Promotion website. Please note "Contract Renewal" reflects as the Application Type.



The login page can be found at: <https://tenureandpromotion.hawaii.edu/tnp/>  
Log in using your UH username and password. The preferred browser is Google Chrome.



## Eligibility Tab

The fields under the Eligibility tab will be completed by your campus coordinator in the Chancellor's office. This tab contains the Applicant's information such as the subject area, initial probationary and current appointment dates, rank and type. Note that the initial probationary appointment section may be left blank if you are in a temporary position.

If contracts were extended to postpone contract renewal, it will be reflected at the bottom under Tenure and Promotion Consideration; the field will reflect "After Designated Year" and the approved memo will be attached. "Appropriate" indicates that the faculty is applying as scheduled.

The screenshot shows the 'Eligibility' tab of a 'Tenure & Promotion' application. At the top left is the University of Puerto Rico logo. The page title is 'Tenure & Promotion'. Navigation links for 'Home', 'Help', and 'Logout' are in the top right. The applicant's name is 'Leilani' and the status is 'In Progress'. The year is '2020' and the type is 'Contract Renewal'. A 'Submit Application' button is in the top right. Below this is a tabbed interface with 'Eligibility' selected. The form contains several sections: 'Campus' (Leeward Community College) and 'Subject Area' (Education); 'Initial Probationary Appointment' and 'Current Appointment' sections, each with fields for Classification (Community Colleges (C)), Rank (Instructor (2)), Date (08/01/2018), and Type (11 Month); and a 'Tenure/Promotion' section with 'Consideration' (After Designated Year), 'Memo' (Memo - Extend Contract Re...), 'Tenure Year', and 'Date of Last Promotion'. A 'Save Eligibility' button is at the bottom right. A green arrow points to the 'Eligibility' tab.

**Applicant:** Leilani [REDACTED] **Year:** 2020  
**Status:** In Progress **Type:** Contract Renewal [Submit Application](#)

**Eligibility** Dossier

**Campus:** Leeward Community College **Subject Area:** Education

**Initial Probationary Appointment** **Current Appointment**

**Classification:** Community Colleges (C) **Rank:** Instructor (2) **Date:** 08/01/2018 **Type:** 11 Month

**Tenure/Promotion**

**Consideration:** After Designated Year **Tenure Year:**   
**Memo:** Memo - Extend Contract Re... **Date of Last Promotion:**

[Save Eligibility](#)

## Dossier

An Applicant has the flexibility to choose how they want to present their dossier. An Applicant may use the defaulted section headings (below) and upload their dossier in sections, or may choose to modify the name of the headings or the number of sections.

The screenshot displays the 'Tenure & Promotion' application interface. At the top left is the university logo and the title 'Tenure & Promotion'. On the top right are links for 'Home', 'Help', and 'Logout'. Below this is a header bar with applicant information: 'Applicant: Leilani', 'Year: 2020', 'Status: In Progress', and 'Type: Contract Renewal'. A green arrow points to a 'Submit Application' button in the top right corner. The main content area is divided into two tabs: 'Eligibility' and 'Dossier', with 'Dossier' being the active tab. Below the tabs is a dark blue bar containing 'Collapse All Sections', 'Add Section', and a help icon. The dossier is organized into a list of sections, each with a title and three action buttons (expand/collapse, refresh, and delete):

- Introduction
- Philosophy
- Primary Responsibilities of Faculty
- Professional/Self-Development Activities
- College/Community Service Activities
- Leadership Activities
- Other Endeavors
- Educational Background
- List of Courses Taught
- List of Assigned Time
- UH Employment History
- Closing
- Appendix

## Working in the Dossier Tab

The screenshot shows a user interface for a dossier. At the top, there is a header bar with the following information: Applicant: Leilani, Year: 2020, Status: In Progress, and Type: Contract Renewal. A 'Submit Application' button is located in the top right corner. Below the header, there are two tabs: 'Eligibility' and 'Dossier'. The 'Dossier' tab is active and contains a 'Collapse All Sections' button, an 'Add Section' button, and a help icon. Below the tabs, there are three sections: 'Introduction', 'Philosophy', and 'Primary Responsibilities of Faculty'. Each section has a pull-down menu with a plus sign, an edit icon, and a delete icon. Arrows point from callouts A, B, C, and D to these specific UI elements.

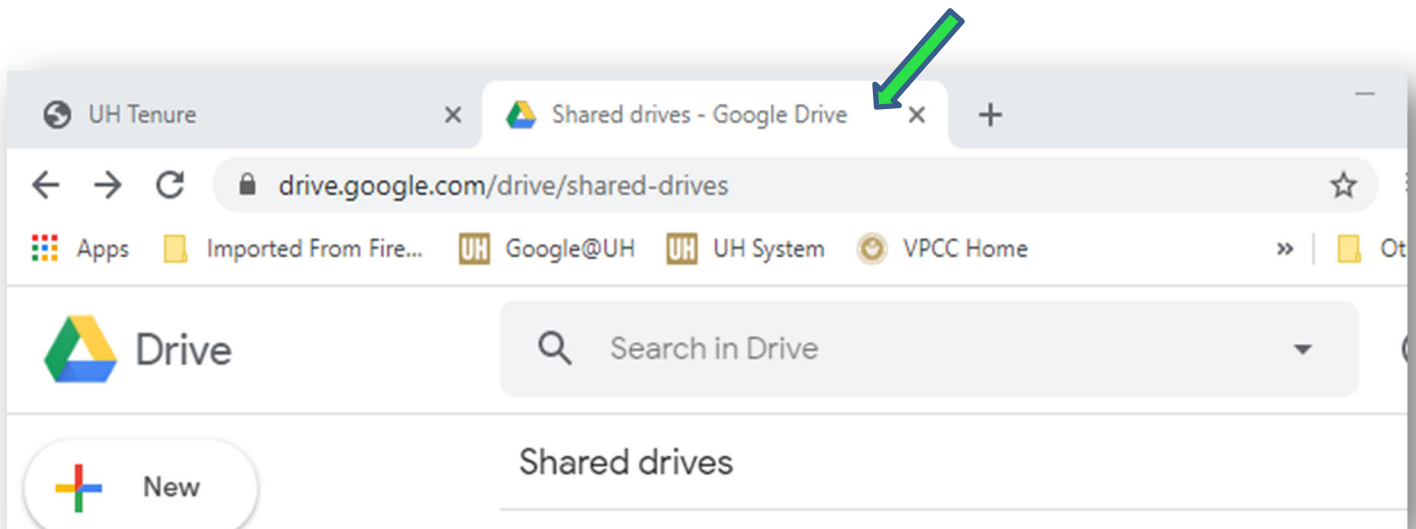
- A** Add a new section to your dossier.
- B** Click on the pull down to choose how you want to upload/create your document:
  - Upload File – upload a file from your computer to your Google shared drive.
  - Create New Google Doc – create a new Google Doc in your shared drive.
  - Link Dossier to Google File – link a document in your Google shared drive to your dossier
- C** Edit Dossier Section Name
- D** Delete button. A document or section can be deleted and it will remain in trash for 30 days.

## Google Shared Drive

The second link in your email will take you to your Google Shared Drive. Each Applicant will have their own Shared Drive where your documents will be stored. The link in your email is specific to each Applicant.

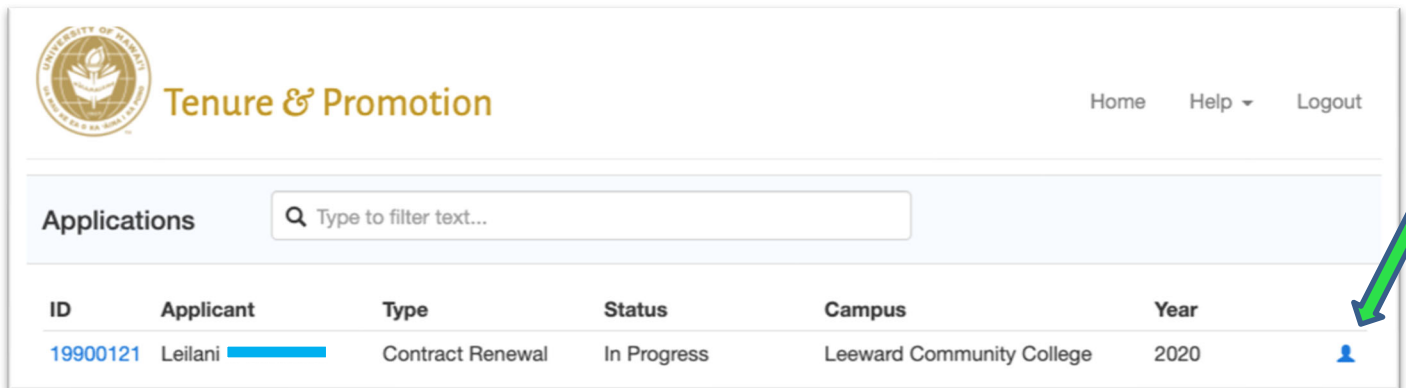
A new tab will open if you are already logged in to the Tenure & Promotion/Contract Renewal site.


Look for “Tenure and Promotion Application xxxx” (your application number).

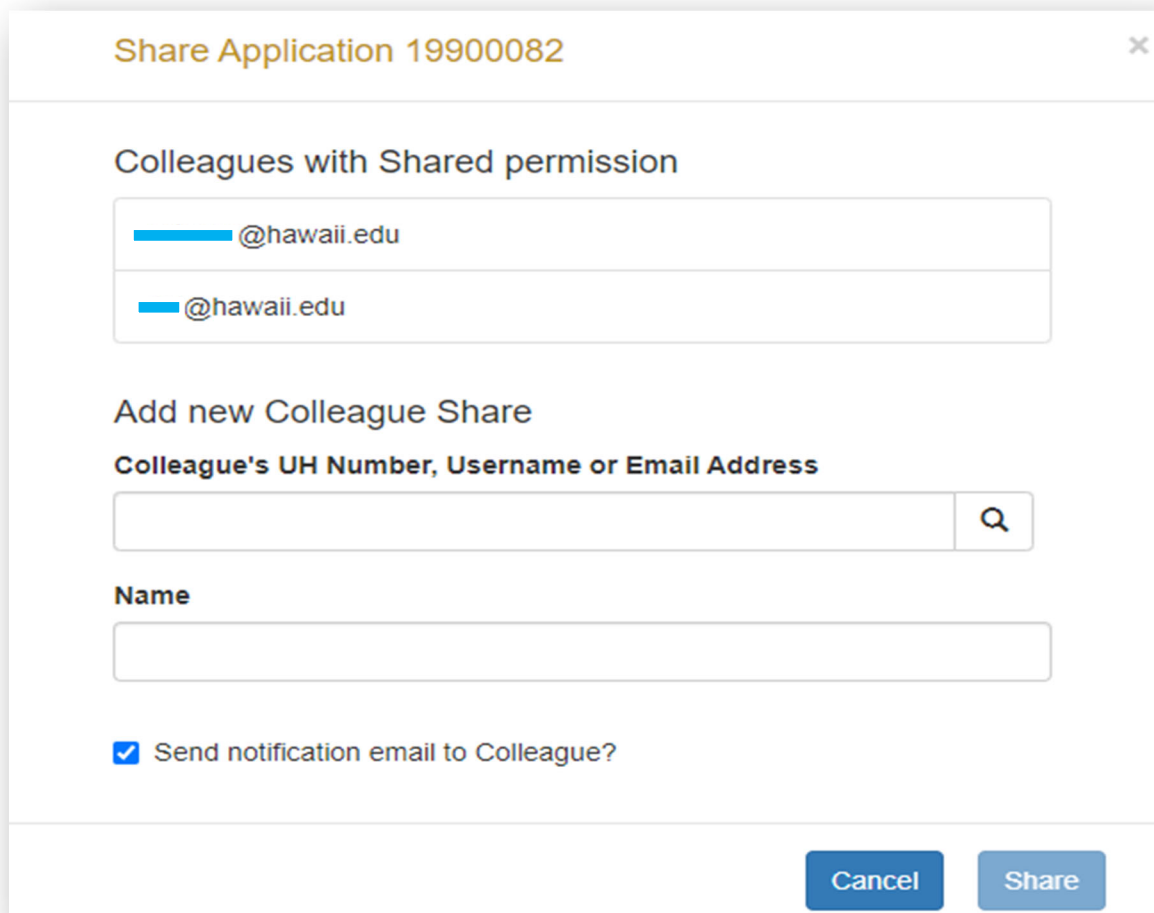


## Sharing Dossier with Colleagues

The Tenure and Promotion/Contract Renewal System allows you to share your dossier with a colleague if you choose to have someone review your online dossier. Shared access will end when your dossier is submitted. This feature is available on the Home Page.



ID	Applicant	Type	Status	Campus	Year	
19900121	Leilani [redacted]	Contract Renewal	In Progress	Leeward Community College	2020	



Share Application 19900082

Colleagues with Shared permission

- [redacted]@hawaii.edu
- [redacted]@hawaii.edu

Add new Colleague Share

Colleague's UH Number, Username or Email Address

Name

Send notification email to Colleague?

Cancel Share

## Submit Application

When your contract renewal documents are complete and you are ready to submit your application, click on the “Submit Application” button at the top right corner. You will receive an email notifying you that your application was successfully submitted.



UNIVERSITY OF HAWAII  
MAKAUOA IKA OLOHEA  
**Tenure & Promotion**

Home Help ▾ Logout

Applicant: Leilani [REDACTED] Year: 2020  
Status: In Progress Type: Contract Renewal Submit Application

Eligibility Dossier ?

### Submitted Template

**To:** applicant  
**cc:** coordinator  
**Bcc:** [tenure-technical@lists.hawaii.edu](mailto:tenure-technical@lists.hawaii.edu)  
**From:** [tenureandpromotion@hawaii.edu](mailto:tenureandpromotion@hawaii.edu)

Your <application year> <application type> application has been successfully submitted! Please note that you no longer have access to your Shared Drive.

You can periodically login to the Tenure and Promotion site to check your application's progress at <https://tenureandpromotion.hawaii.edu>.

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Note: This is a system generated notice, please do not respond to this email.

## **Copy of Google Shared Drive**

At the time you submit your application, you will no longer have access to your dossier. However, you will receive an email with link to a copy of the documents in your Google shared drive.

**To:** applicant

**Bcc:** [tenure-technical@lists.hawaii.edu](mailto:tenure-technical@lists.hawaii.edu)

**From:** [tenureandpromotion@hawaii.edu](mailto:tenureandpromotion@hawaii.edu)

All of the files in your Google Shared Drive for your <application year> electronic application have been copied for your convenience, and you are the owner of it. This copy is available at the URL below.

Drive Name and URL: "Copy of Tenure and Promotion Application <application ID>" <copied drive url>

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Note: This is a system generated notice, please do not respond to this email.

## **View DPC and Dept/Div Chair Assessment**

After the assessment is completed by your Dept/Div Chair, you will be notified by email that the DPC and Dept/Div Chair assessments are available for your review. After five calendar days, your access to the assessments will end and your application will automatically be routed for Dean/Director's review.

**To:** applicant

**cc:** department chair

**Bcc:** [tenure-technical@lists.hawaii.edu](mailto:tenure-technical@lists.hawaii.edu)

**From:** [tenureandpromotion@hawaii.edu](mailto:tenureandpromotion@hawaii.edu)

Your contract renewal assessments are available for your viewing per article XII.E.2. This will be available for 5 calendar days and then forwarded to your Dean/Director.

Login to the Tenure and Promotion site at <https://tenureandpromotion.hawaii.edu> to view the DPC and Department Chair assessments.

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Note: This is a system generated notice, please do not respond to this email.

## **Online Tenure and Promotion/Contract Renewal System Resources**

Please visit the UH Community Colleges website for other resources for the online Tenure and Promotion/Contract Renewal System:

[http://uhcc.hawaii.edu/ovpcc/hr/faculty/online\\_tenure\\_promotion](http://uhcc.hawaii.edu/ovpcc/hr/faculty/online_tenure_promotion)