

**University of Hawai'i Community Colleges
Tenure, Promotion & Contract Renewal System
Instructions for the Reviewer**

Welcome to the University of Hawai'i Community College's Tenure, Promotion & Contract Renewal Online System. This training session is geared towards the Reviewer in the tenure and promotion/contract renewal process.

To begin, you will receive an email with the subject line, "Tenure, Promotion and Contract Renewal Notification." The link in the email will take you to the Tenure, Promotion and Contract Renewal website.

To: all committee members

Bcc: tenure-technical@lists.hawaii.edu

From: tenureandpromotion@hawaii.edu

An electronic application for tenure and/or promotion is ready for your review.

Applicant: <applicant - firstname lastname>

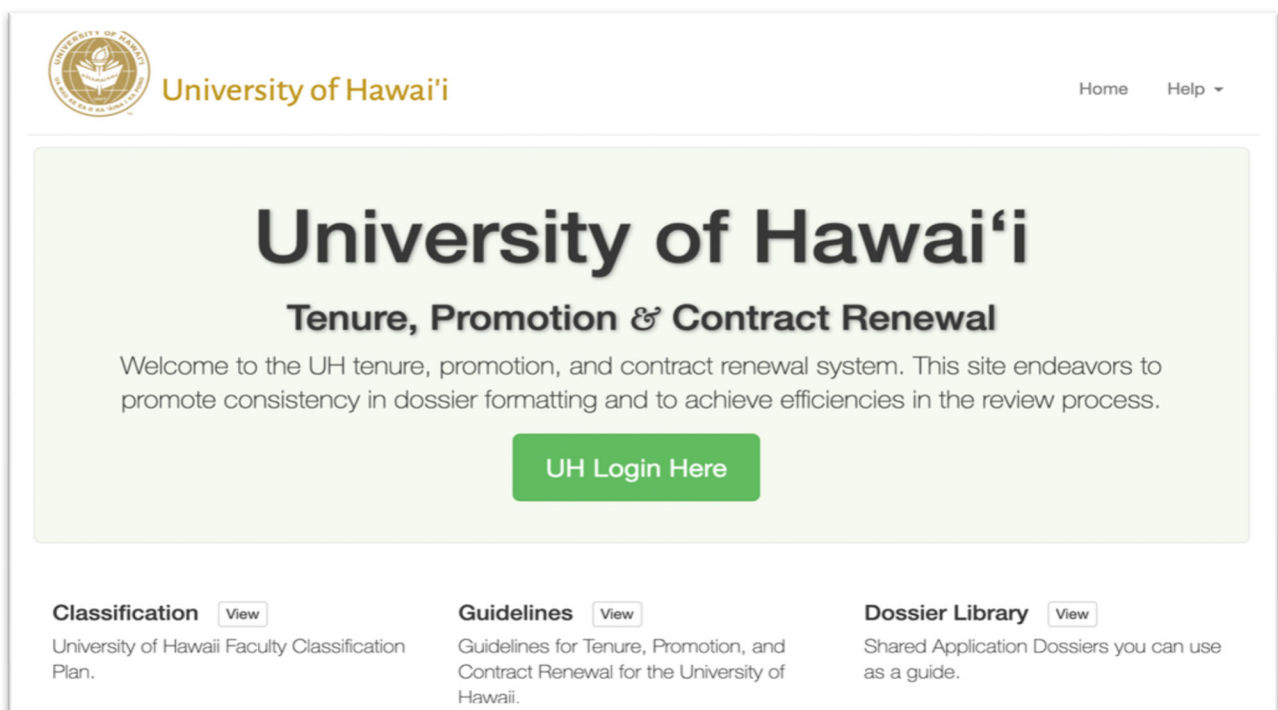
Application: <application type>


Login to the Tenure and Promotion site at <https://tenureandpromotion.hawaii.edu> to begin the review process.

Reminder for chairs: In order to maintain anonymity of the committee members, your committee's recommendation report must not include any members' names or signatures.

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

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



 **University of Hawai'i** Home Help ▾

University of Hawai'i

Tenure, Promotion & Contract Renewal

Welcome to the UH tenure, promotion, and contract renewal system. This site endeavors to promote consistency in dossier formatting and to achieve efficiencies in the review process.

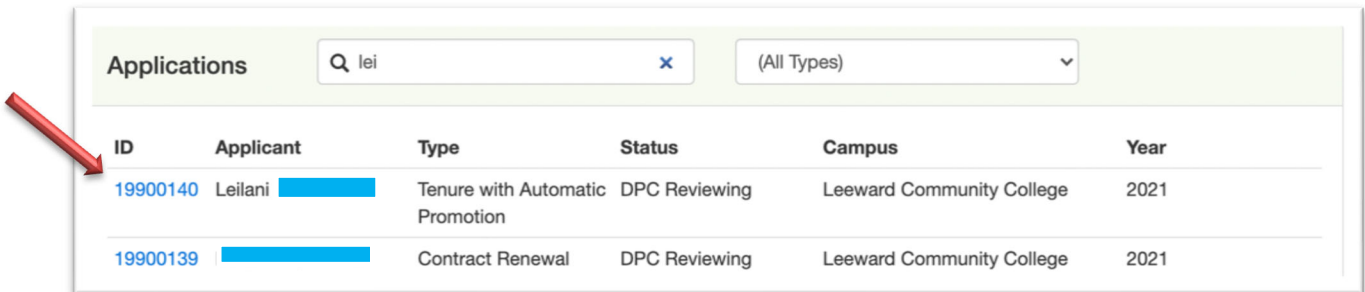
[UH Login Here](#)

<p>Classification View</p> <p>University of Hawaii Faculty Classification Plan.</p>	<p>Guidelines View</p> <p>Guidelines for Tenure, Promotion, and Contract Renewal for the University of Hawaii.</p>	<p>Dossier Library View</p> <p>Shared Application Dossiers you can use as a guide.</p>
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Home Page

This is your home page. If you are on multiple committees or have multiple applications to review, a list of faculty names, application type and status will be the first screen you see upon logging in to the Tenure, Promotion & Contract Renewal website.

Click on the ID number (in blue), which is located next to the applicant's name, to begin the review process.



The screenshot shows the 'Applications' section of a website. At the top, there is a search bar with the text 'lei' and a dropdown menu set to '(All Types)'. Below this is a table with the following columns: ID, Applicant, Type, Status, Campus, and Year. The first row shows an application with ID 19900140, Applicant Leilani, Type Tenure with Automatic Promotion, Status DPC Reviewing, Campus Leeward Community College, and Year 2021. The second row shows an application with ID 19900139, Applicant [redacted], Type Contract Renewal, Status DPC Reviewing, Campus Leeward Community College, and Year 2021. A red arrow points to the ID number 19900140 in the first row.

ID	Applicant	Type	Status	Campus	Year
19900140	Leilani [redacted]	Tenure with Automatic Promotion	DPC Reviewing	Leeward Community College	2021
19900139	[redacted]	Contract Renewal	DPC Reviewing	Leeward Community College	2021

Eligibility

The fields under the Eligibility tab are completed by your campus coordinator in the Chancellor's office and contain 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 this is a "Promotion Only" action for faculty in non-tenure track appointments. The Eligibility tab replaces the previous hard copy application form.

A shortening or extension of the probationary period will be indicated at the bottom under "Tenure/Promotion Consideration." "Appropriate" indicates that the appropriate time in rank was served. "Prior to Designated Year" or "After Designated Year" indicates that a shortening or extension was granted with the approved memo attached.

The Recommendation tab will only be visible to the DPC Chair, Div/Dept Chair, Dean and Chancellor since they will be uploading the committees' assessments.

Applicant: Leilani [redacted] **Year:** 2021
Status: DPC Reviewing **Type:** Tenure with Automatic Promotion

Eligibility | Dossier | Recommendation ?

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

Initial Probationary Appointment

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

Current Appointment

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

Tenure/Promotion

Consideration	Prior to Designated Year ▼	Tenure Year	<input type="text"/>
Memo	shortening prob memo.doc	Date of Last Promotion	<input type="text"/>

[Save Eligibility](#)

Dossier

Section headings within the dossier may differ among applicants. An Applicant has the flexibility to choose how to present their dossier. An applicant may choose to use the provided section headings and upload their dossier in sections or they may choose to modify the name of the headings or the number of sections.

This is a Reviewer's view of the dossier. Every dossier is organized differently and section headings may have been modified. To view the documents, click on the titles highlighted in blue.

The document types used could be a Google document (white background), Word document (black background) or PDF document (black background). Hyperlinks may be used in most types of documents.

Applicant: Leilani [redacted] Year: 2021
Status: DPC Reviewing Type: Tenure with Automatic Promotion

Eligibility Dossier Recommendation

Collapse All Sections ?

- Introduction
 - My Introductory Statement
[Intro Statement PDF.pdf](#)
- Philosophy
 - My Philosophy
[My Philosophy.docx](#)
- Primary Responsibilities of Faculty
 - My Primary Responsibilities
[Primary Responsibilities](#)

Recommendation

The DPC Chair, Dept/Div Chair, Dean and TPRC Convener will have the task of recording the committee's recommendation and uploading their written assessment. The option of "Strengths and Weaknesses" applies only to the DPC and only in the Tenure and/or Promotion process.

Note: DPC's recommendation for Contract Renewal Applications do not have the option of strengths and weaknesses.

New this year is the Votes section. This is where the DPC and TPRC Chairs will record the number of votes for their committee.

This is the view of a DPC Chair for a Tenure with Automatic Promotion application.

Applicant: Leilani [REDACTED] **Year:** 2021

Status: DPC Reviewing **Type:** Tenure with Automatic Promotion

Eligibility Dossier **Recommendation** ?

Recommend this applicant?

Yes No Strengths and Weaknesses

Votes

Number of Positive Number of Negative

Recommendation ⬆

Completed Reviews

Committee Assessments	Applicant Recommended?	Positive Votes	Negative Votes	Review Completed

[Review Complete](#)

Recommendation – DPC for Contract Renewals

This is the view of a DPC Chair for a Contract Renewal application.

DPC's recommendation for Contract Renewal Applications do not have the option of strengths and weaknesses. The DPC Chair recommends either a "Yes" or "No" and uploads the committee's recommendation.

Applicant: Leilani [REDACTED] **Year:** 2021

Status: DPC Reviewing **Type:** Contract Renewal

Eligibility Dossier **Recommendation** ?

Recommend this applicant?

Yes No

Votes

Number of Positive Number of Negative

Recommendation

Completed Reviews

Committee Assessments	Applicant Recommended?	Positive Votes	Negative Votes	Review Completed

[Review Complete](#)

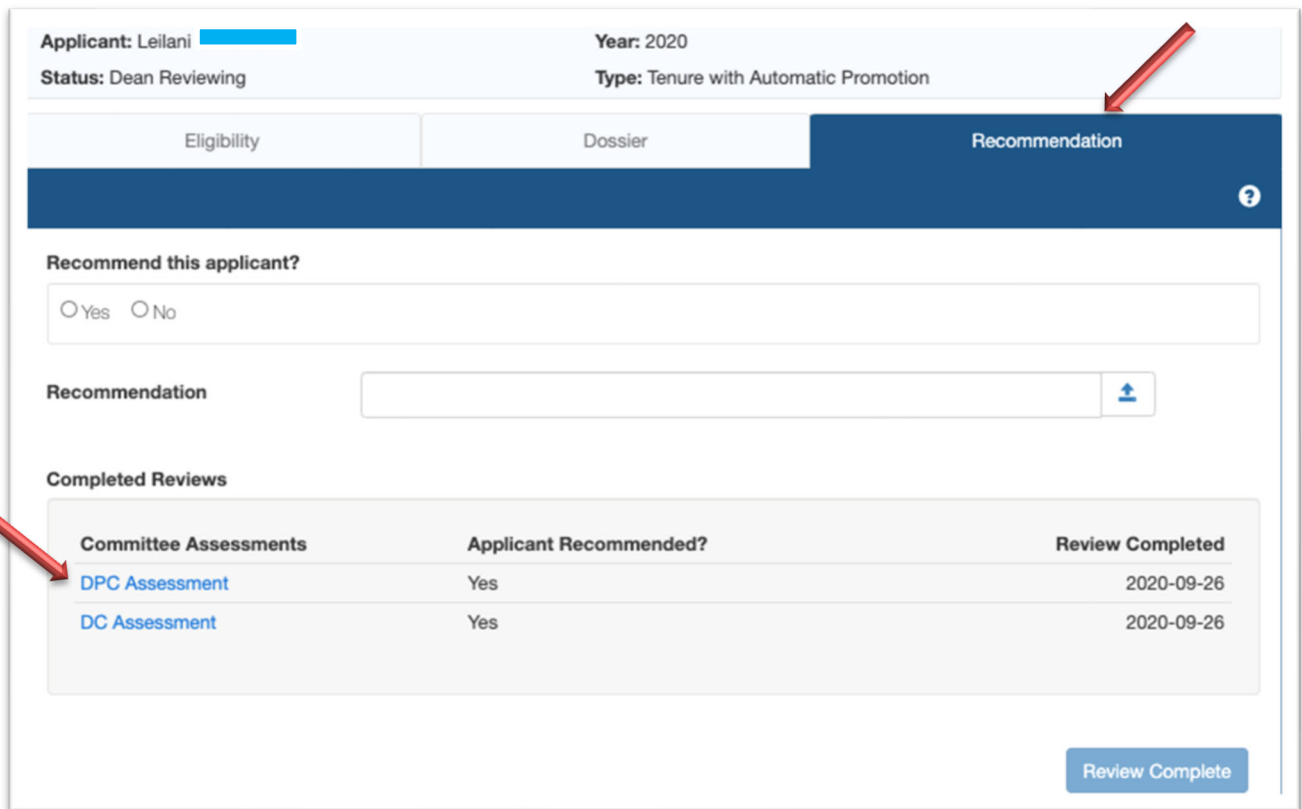
Viewing a Previous Committee's Notes

Generally, the application will be forwarded electronically to the following committees in this order:

- ❖ Campus Coordinator in the Chancellor's Office
- ❖ Department/Division Personnel Committee (DPC)
- ❖ Department/Division Chair
- ❖ Dean/Director
- ❖ Tenure/Promotion Review Committee (TPRC)
- ❖ Chancellor

The Dept/Div Chair, Dean, TPRC convener and Chancellor will have the ability to view the written assessment and recommendations of previous committees. The previous committee's assessment can be found under the Recommendation tab.

Note: Contract Renewal Applications will not have a TPRC.



The screenshot shows a web interface for reviewing an application. At the top, it displays the applicant's name (Leilani), year (2020), status (Dean Reviewing), and type (Tenure with Automatic Promotion). Below this are three tabs: Eligibility, Dossier, and Recommendation. The Recommendation tab is active and highlighted in blue. A red arrow points to the Recommendation tab. Below the tabs, there is a section titled "Recommend this applicant?" with radio buttons for "Yes" and "No". Below that is a "Recommendation" text input field with an upload icon. At the bottom, there is a "Completed Reviews" section with a table. A red arrow points to the "DPC Assessment" row in the table. At the bottom right, there is a "Review Complete" button.

Committee Assessments	Applicant Recommended?	Review Completed
DPC Assessment	Yes	2020-09-26
DC Assessment	Yes	2020-09-26

Completing the Recommendation

After the committee chair uploads the written assessment and ensures everything is complete, click on the “Review Complete” button.

Applicant: Leilani [REDACTED] **Year:** 2021

Status: DPC Reviewing **Type:** Tenure with Automatic Promotion


Eligibility | Dossier | **Recommendation** ?

Recommend this applicant?

Yes No Strengths and Weaknesses


Votes

Number of Positive Number of Negative


Recommendation 

Completed Reviews

Committee Assessments	Applicant Recommended?	Positive Votes	Negative Votes	Review Completed

 **Review Complete**

Are you sure the review is complete? ×

 A completed review cannot be changed. You will not be able to change the recommendation, modify the uploaded recommendation file or view the application after the review has been marked complete.

Department/Division Chairs

Beginning this year, Dept/Div Chairs will receive the email notice to review an application at the same time as the DPC.

To: DC

Bcc: tenure-technical@lists.hawaii.edu

From: no-reply@hawaii.edu

An electronic application for tenure and/or promotion is at the DPC. You can review the application as the department chair.

Applicant: <applicant - firstname lastname>

Application: <application type>

Login to the Tenure and Promotion site at <https://tenureandpromotion.hawaii.edu> to review this application.

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

While Dept/Div Chair will have access to review the application, they will not be able to upload their recommendation until a second email notice is received to let them know that the DPC has completed their review.

At that time, the Dept/Div Chair will be able to view the DPC's recommendation as well as upload their own.