

Tenure and Promotion Timetable 2007-2008

Due Date	Action	Comments
August 31, 2007	Request for waiver of minimum qualifications (educational or service requirements)	Applicant makes a written request to Dean via Department Chair. Department Chair writes a statement and justification for the waiver and forwards to Dean. Dean submits a justification to MCO (Attention Interim Vice Chancellor Linda K. Johnsrud, Hawai'i Hall 209) no later than August 31.
August 31, 2007	Shortening or lengthening of probationary periods	Deans/Director must notify MCO in writing (Attention: Interim Vice Chancellor Linda K. Johnsrud).
August 31, 2007	Distribution of applications to applicants	Applications must be distributed no later than this date.
September 2007	Solicitation of external evaluations by Department Chair, Chair of Department Personnel Committee or Dean/Director	Departments are strongly encouraged to seek external evaluations of each applicant's work. Departments may not have a complete list of individuals applying for tenure/promotion until October; however they are encouraged to work with the faculty as soon as possible to identify external evaluators and distribute materials. <u>See Section IV of the Criteria and Guidelines for complete instructions.</u>
September 6, 2007	Tenure and Promotion Information Meeting	2:30 - 4:00 p.m., Kuykendall Hall 101
September 11, 2007	Tenure and Promotion Information Meeting	9:00 - 10:30 a.m., Kuykendall Hall 208
September 19, 2007	Tenure and Promotion Information Meeting	9:00 - 10:30 a.m., Hawai'i Hall 309
September 24, 2007	Tenure and Promotion Information Meeting	2:30 - 4:00 p.m., HIG 110
October 12, 2007	Applications due to Department Chair	Completed applications are due to the Department Chair. If an applicant receives an application later than August 31, this deadline should be adjusted accordingly. Applicants with joint appointments must submit 8 copies of dossiers to each department chair.
October 12, 2007	"Election Not to Apply for Tenure" form due to Department Chair	If a faculty member is in the final year of probation and has decided not to apply for tenure, s/he must file the "Election Not to Apply for Tenure" form with the Department Chair. This states that s/he understands that 2007-2008 will be the terminal year of service.
October 19, 2007	Tenure and Promotion Application Report due to the Dean/Director	After receipt of the applications, each Department Chair or comparable unit head should fill out the "2007-2008 Tenure and Promotion Application Report" and forward it to the Dean/Director.
October 26, 2007	Tenure and Promotion Application Report due to MCO	After receipt of the "2007-2008 Tenure and Promotion Application Report" from the Department Chairs or comparable unit heads, the Dean/Director should forward to MCO (attention: Dr. Beverly McCreary).

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November 13, 2007	Exclusion Option Form due to MCO	In early November, applicants are notified directly by MCO about the implementation of the exclusion option and are instructed to return the form directly to MCO.
November 30, 2007	Transmittal of dossiers to Dean/Director	The original and seven (7) copies of the dossiers and confidential letters should be forwarded to the Dean/Director for review and recommendation.
December 10, 2007	Transmittal of dossiers from the Dean/Director to the Tenure and Promotion Review Committee	The Dean/Director should have completed the review of the dossiers and have them ready for pickup by the appropriate TPRC convener. In the case of a joint appointment, the Dean/Director of the secondary unit should forward the dossier to the Dean/Director of the primary unit for referral to the TPRC.
February 11, 2008	Transmittal of dossiers from TPRC to MCO	The TPRCs should have completed their reviews and recommendations and transmitted the original of each set of dossiers via the appropriate Dean/Director to MCO (attention: Dr. Beverly McCreary).
February and March 2008	MCO notifies applicants who have received a negative evaluation at any level of review. Tenure applicants are notified of TPRC recommendations	Applicants may inspect their dossier and are given the opportunity to submit a written rebuttal statement. If the negative evaluation occurred at the TPRC, then the dossier is then returned to the same TPRC for a second review (<i>see 2003-2009 UHPA/UH Agreement, Article XII</i>).
June 2008	Board of Regents approves final list of tenure and promotion applicants	
June 30, 2008	Dean/Directors must notify applicants of tenure and promotion decisions	Please refer to <u>Article XII, Section E</u> of the <i>2003-2009 UHPA/UH Agreement</i> .