

Tenure and Promotion Timetable 2019-2020 (Revised)

Due Date	Action	Comments
August 23, 2019	Distribution of applications to applicants	Applications must be distributed no later than this date.
August 23, 2019	Request for waiver of minimum qualifications (educational or service requirements) due to MCO	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 OVCAA (Attention: Assistant Vice Chancellor Beverly McCreary, Hawai'i Hall 209).
August 23, 2019	Shortening or lengthening of probationary periods	Deans/Director must notify OVCAA in writing (Attention: Assistant Vice Chancellor Beverly McCreary).
September 2019	Solicitation of external evaluations by Department Chair, Chair of Department Personnel Committee or Dean/Director	Departments should 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 VII.E of the Criteria and Guidelines for complete instructions.</u>
August 19, 2019	Tenure and Promotion Information Meeting	9:00 – 10:30 a.m., (106 Kuykendall)
August 20, 2019	Tenure and Promotion Information Meeting	2:30 – 4:00 p.m., (106 Kuykendall)
August 29, 2019	Tenure and Promotion Information Meeting	2:30 – 4:00 p.m., (106 Kuykendall)
August 30, 2019	Tenure and Promotion Information Meeting	9:00 – 10:30 a.m., (106 Kuykendall)
October 4, 2019	Applications due to Department Chair	Completed applications are due to the Department Chair. If an applicant receives an application later than August 23, this deadline should be adjusted accordingly. Applicants with joint appointments must submit 8 copies of dossiers to each Department Chair.
October 4, 2019	"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 2020-2021 will be the terminal year of service.
October 11, 2019	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 "2019-2020 Tenure and Promotion Application Report" and forward it to the Dean/Director.

Tenure and Promotion Timetable 2019-2020 (Revised)

Due Date	Action	Comments
October 18, 2019	Tenure and Promotion Application Report due to OVCAA	After receipt of the "2019-2020 Tenure and Promotion Application Report" from the Department Chairs or comparable unit heads, the Dean/Director should forward to OVCAA (Attention: Dr. Beverly McCreary).
November 1, 2019	Exclusion Option Form due to OVCAA	In October, applicants are notified directly by OVCAA about the implementation of the exclusion option and are instructed to return the form directly to OVCAA.
November 22, 2019	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.
January 2, 2020	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 3, 2020	Transmittal of dossiers from TPRC to Dean/Director	The TPRCs should have completed their reviews and recommendations and transmitted the original dossier to the appropriate Dean/Director.
February 10, 2020	Transmittal of dossiers from Dean/Director to OVCAA	The original dossier and confidential letters are forwarded to OVCAA for review and recommendation (Attention: Dr. Beverly McCreary).
February and March 2020	OVCAA 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 with the TPRC, the dossier is then returned to the same TPRC for a second review (<i>see 2017-2021 UHPA/UH Agreement, Article XII</i>).
June 2020	President approves final list of tenure and promotion applicants	
June 30, 2020	Dean/Directors must notify applicants of tenure and promotion decisions	Please refer to <u>Article XII, Section F</u> of the <i>2017-2021 UHPA/UH Agreement</i> .