

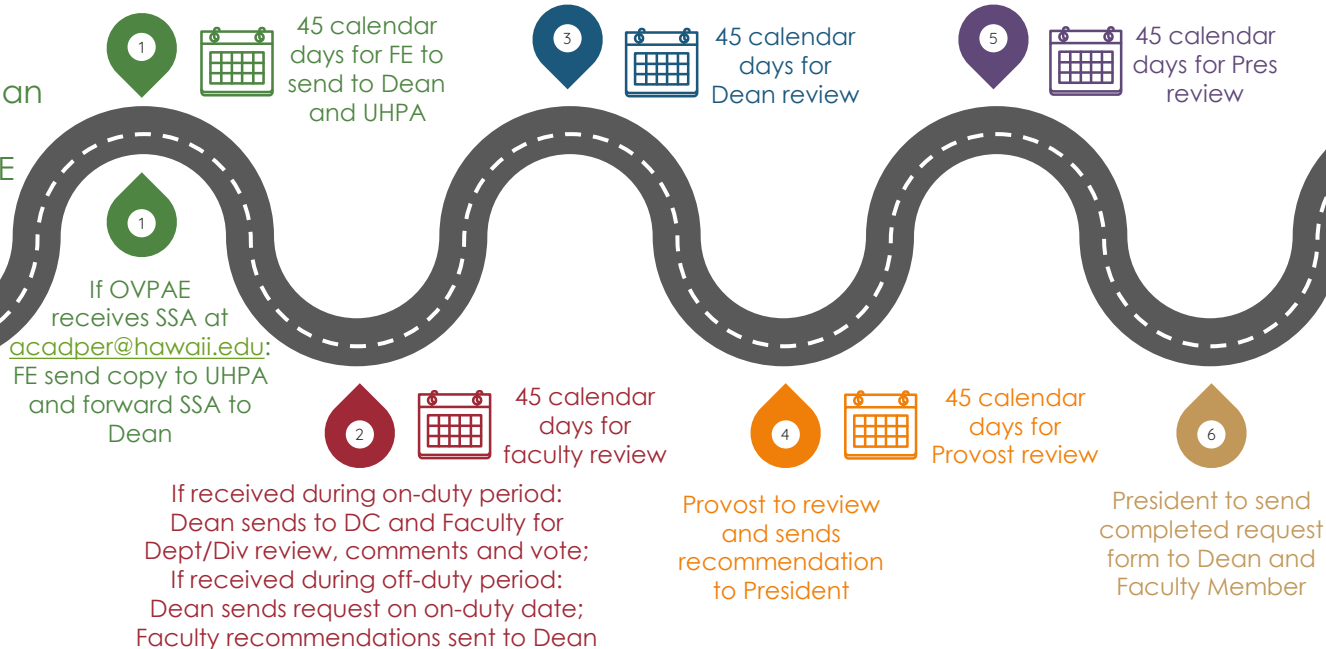
SSAs for Merit, Equity, and Market

If Dean receives SSA:
Forward copy to Faculty Excellence (FE) at acadper@hawaii.edu;
FE will send copy to UHPA;
Dean to send SSA to Dept

Dean reviews and sends recommendation via Action Memo to Provost via OVPAE/FE at acadper@hawaii.edu

President to review, consult with UHPA, and approve/deny action

SSA Submission can be made to Dean or OVPAE



Requests submitted between 2/16-11/15 shall be completed no later than the end of the following Spring Semester
Requests submitted between 11/15-2/15 shall be completed no later than the end of the following Fall Semester

SSAs for Retention

If Dean receives SSA:
Forward copy to Faculty
Excellence (FE) at
acadper@hawaii.edu;
FE will send copy to UHPA;
Dean to send SSA to Dept

Dean reviews and sends
recommendation via
Action Memo to Provost
via OVPAE/FE at
acadper@hawaii.edu

President to review,
consult with UHPA and
approve/deny action

SSA Submission can
be made to
Dean/OVPAE



10
calendar
days to
notify UHPA



5 calendar
days for
Dean review



5 working
days for Pres
review



If OVPAE
receives SSA at
acadper@hawaii.edu;
FE send copy to UHPA
and forward SSA to
Dean



5 WORKING
days for
faculty review



5 calendar
days for
Provost review



Dean sends to DC
and Faculty for
Dept/Div review,
comments and
vote; then
recommendations
sent to Dean

Provost to review
and sends
recommendation
to President

President to send
completed request
form to Dean and
Faculty Member