SSA Submission can be made to Dean or OVPAE

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

2. If received during on-duty period:
   - Dean sends to DC and Faculty for Dept/Div review, comments and vote
   - If received during off-duty period:
     - Dean sends request on on-duty date
     - Faculty recommendations sent to Dean

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

4. Provost to review and sends recommendation to President

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

6. President to send completed request form to Dean and Faculty Member

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

SSA Submission can be made to Dean/OVPAE

1. SSA Submission can be made to Dean/OVPAE
   - 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
   - If OVPAE receives SSA at acadper@hawaii.edu: FE send copy to UHPA and forward SSA to Dean

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

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

3. 5 calendar days for Dean review

4. Provost to review and sends recommendation to President

5. 5 calendar days for Provost review

6. President to send completed request form to Dean and Faculty Member

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

10 calendar days to notify UHPA

5 working days for Pres review

5 calendar days for Dean review

5 calendar days for Provost review

Mānoa
7/11/2022