

Tenure and Promotion Timetable

2024-2025

Applicant Training Videos are available online: go.hawaii.edu/Xir. Synchronous sessions with question/answer opportunities are also provided:

Session Date	Title	Online Training Available
August 19, 2024	Tenure and Promotion Information Meeting	2:30 – 3:30 p.m. Join Zoom Meeting https://hawaii.zoom.us/j/92901830447 Meeting ID: 929 0183 0447
August 20, 2024	Tenure and Promotion Question and Answer, Applicant Training	11:00 – 12:00 a.m. Join Zoom Meeting https://hawaii.zoom.us/j/92901830447 Meeting ID: 929 0183 0447
August 22, 2024	Tenure and Promotion Information Meeting	11:00 a.m. – 12:00 (noon) Join Zoom Meeting https://hawaii.zoom.us/j/92901830447 Meeting ID: 929 0183 0447
August 23, 2024	Tenure and Promotion Question and Answer, Applicant Training	12:00 – 1:00 p.m. Join Zoom Meeting https://hawaii.zoom.us/j/92901830447 Meeting ID: 929 0183 0447

Date	Action	Comments
August 1, 2024	Notification to faculty	Deans should notify all faculty that Tenure & Promotion applications are available upon request to T&P coordinators. Applications should be created asap and no later than August 23 by unit Tenure & Promotion Coordinators. Applicants should be informed of the option to exclude TPRC reviewers, which must be declared in the application (on the Exclusions tab) prior to submission.
August 23, 2024	Request for waiver of minimum qualifications (educational or service requirements) due to Dean	Applicant makes a written request to Dean via Department Chair. Department Chair writes a statement and justification for the waiver and forwards it to Dean by August 23, 2024.
August 23, 2024	Shortening or lengthening of probationary periods due to Dean	Applicant makes a written request to Dean via Department Chair.
August 31, 2024	Dean-recommended approvals for waiver of MQs due to OVPAE	Dean submits justification to Office of the Vice Provost for Academic Excellence (OVPAE) via email: acadper@hawaii.edu by the last day of August.
August 31, 2024	Dean-approved changes to the probationary period due to OVPAE	Deans/Director must notify OVPAE via a memo emailed to acadper@hawaii.edu by the last day of August.

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August 2024	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. <u>See UHM Criteria and Guidelines for instructions.</u> Departments may not have a complete list of individuals applying for tenure/promotion until October; however they are encouraged to work with applicants as soon as possible to identify external evaluators and distribute materials.
October 4, 2024	eDossier Application Deadline at 4:30PM HST	Applications will automatically be submitted at 4:30 pm on this date (if the applicant has not already clicked "submit")
October 4, 2024	"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, they must file the "Election Not to Apply for Tenure" form with the Department Chair. This states that they understand 2025-2026 will be their terminal year of service.
October 11, 2024	T&P Coordinators notify OVPAE of 'ōlelo, in-rank promotion, and/or hard copy applications.	Emailed to acadper@hawaii.edu
November 15, 2024	Dean/Director Review Begins	Applications are automatically transmitted, upon the Department Chair's completed recommendation.
January 2, 2025	Dean/Director Review Deadline and Tenure and Promotion Review Committee (TPRC) Begins	Applications are automatically transmitted, upon the Dean/Director's completed recommendation.
January 2, 2025	Notice of any negative I2 or F2 in-rank promotion reviews	Deans should directly notice OVPAE (acadper@hawaii.edu) of any I2 or F2 in-rank promotion applications that receive one or more negative reviews.
February 7, 2025	TPRC Review Deadline and Provost Review via OVPAE Begins	Applications are automatically transmitted, upon the TPRC's completed recommendation.
February and March 2025	OVPAE notifies applicants who received a negative evaluation at any review level. 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 (see 2021-2025 UHPA/UH Agreement, Article XII).
June 2025	President approves final list of tenure and promotion applicants	
June 30,2025	Dean/Directors must notify applicants of tenure and promotion decisions	Please refer to <u>Article XII, Section F</u> of the 2021-2025 UHPA/UH Agreement.