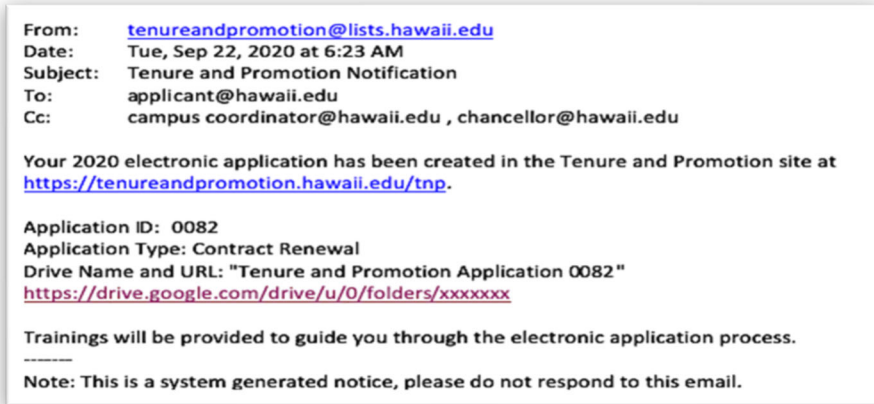**University of Hawaiʻi Community Colleges**
Contract Renewal Online System

Welcome to the University of Hawaiʻi Community College's Tenure and Promotion/Contract Renewal Online System. This system is used for both tenure and promotion and contract renewal applications. This training session is geared towards the Applicant in the contract renewal process.

To begin, your Campus Coordinator will give you access to the System and an email will be generated with the subject line, "Tenure and Promotion Notification." The first link in the email will take you to the Tenure & Promotion website. Please note "Contract Renewal" reflects as the Application Type.

From: tenureandpromotion@lists.hawaii.edu
Date: Tue, Sep 22, 2020 at 6:23 AM
Subject: Tenure and Promotion Notification
To: applicant@hawaii.edu
Cc: campus coordinator@hawaii.edu , chancellor@hawaii.edu

Your 2020 electronic application has been created in the Tenure and Promotion site at https://tenureandpromotion.hawaii.edu/tnp.

Application ID: 0082
Application Type: Contract Renewal
Drive Name and URL: "Tenure and Promotion Application 0082"
https://drive.google.com/drive/u/0/folders/xxxxxxx

Trainings will be provided to guide you through the electronic application process.

Note: This is a system generated notice, please do not respond to this email.

The login page can be found at: https://tenureandpromotion.hawaii.edu/tnp/
Log in using your UH username and password. The preferred browser is Google Chrome.

University of Hawaiʻi   Home   Help ▾

Tenure & Promotion

Welcome to the UH Tenure and Promotion system. This site endeavors to promote consistency in dossier presentation and to achieve efficiencies in the review process.

UH Login Here

Classification [View]   Guidelines [View]   Dossier Library [View]
University of Hawaii Faculty   Guidelines for Tenure and   Shared Application Dossiers
Classification Plan.   Promotion for the University of you can use as a guide.
                                 Hawaii.

Eligibility Tab

The fields under the Eligibility tab will be completed by your campus coordinator in the Chancellor's office. This tab contains the Applicant's information such as the subject area, initial probationary and current appointment dates, rank and type. Note that the initial probationary appointment section may be left blank if you are in a temporary position.

If contracts were extended to postpone contract renewal, it will be reflected at the bottom under Tenure and Promotion Consideration; the field will reflect "After Designated Year" and the approved memo will be attached. "Appropriate" indicates that the faculty is applying as scheduled.

Dossier

An Applicant has the flexibility to choose how they want to present their dossier. An Applicant may use the defaulted section headings (below) and upload their dossier in sections, or may choose to modify the name of the headings or the number of sections.

Working in the Dossier Tab

| Applicant: Leilani ▬▬▬▬▬ | Year: 2020 | Submit Application |
| Status: In Progress | Type: Contract Renewal | |

| Eligibility | Dossier |

Collapse All Sections   Add Section   ❓

| Introduction | ＋▾ ☑ 🗑 |
| Philosophy | ＋▾ ☑ 🗑 |
| Primary Responsibilities of Faculty | ＋▾ ☑ 🗑 |

A →

B →

C →

D →

A   Add a new section to your dossier.

B   Click on the pull down to choose how you want to upload/create your document:

  Upload File – upload a file from your computer to your Google shared drive.

  Create New Google Doc – create a new Google Doc in your shared drive.

  Link Dossier to Google File – link a document in your Google shared drive to your dossier

C   Edit Dossier Section Name

D   Delete button. A document or section can be deleted and it will remain in trash for 30 days.

Google Shared Drive

The second link in your email will take you to your Google Shared Drive. Each Applicant will have their own Shared Drive where your documents will be stored.   The link in your email is specific to each Applicant.
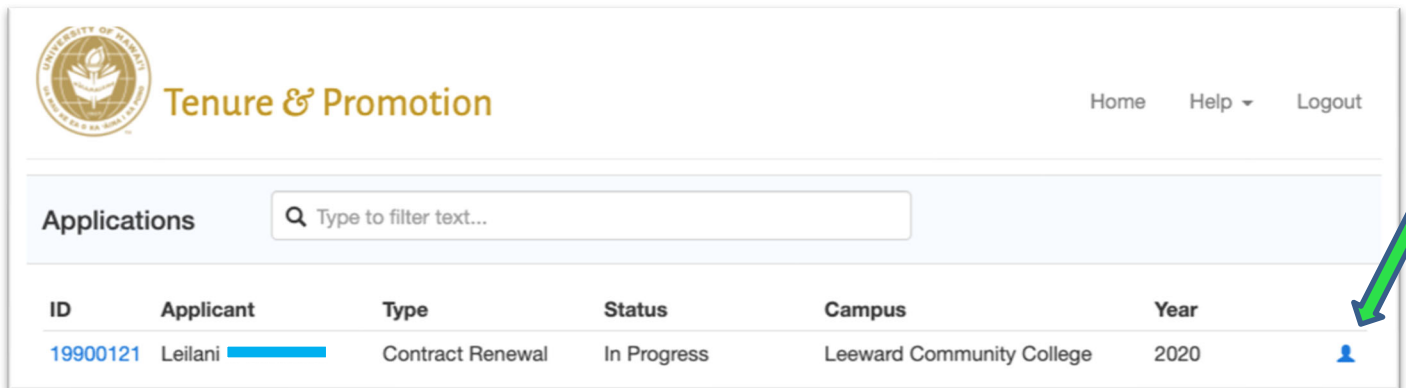
A new tab will open if you are already logged in to the Tenure & Promotion/Contract Renewal site.

Look for "Tenure and Promotion Application xxxx" (your application number).
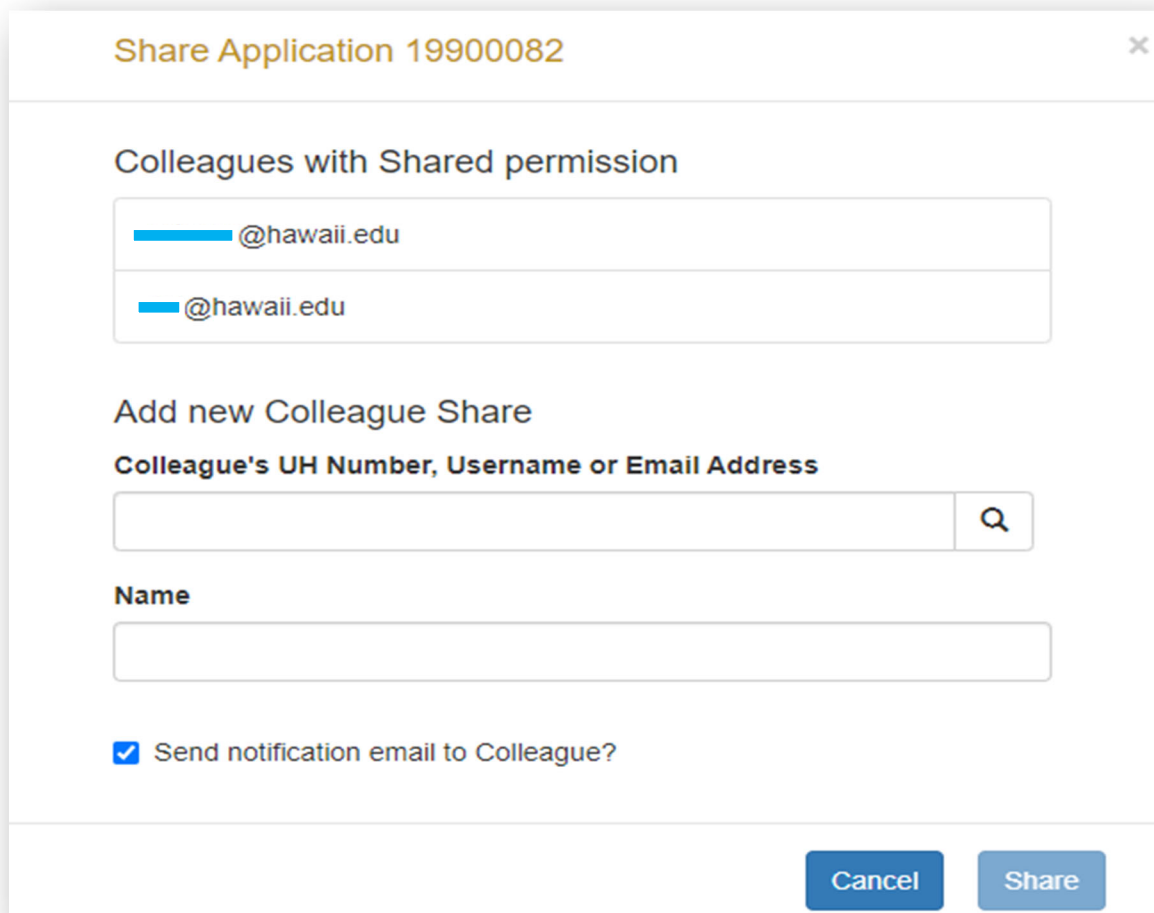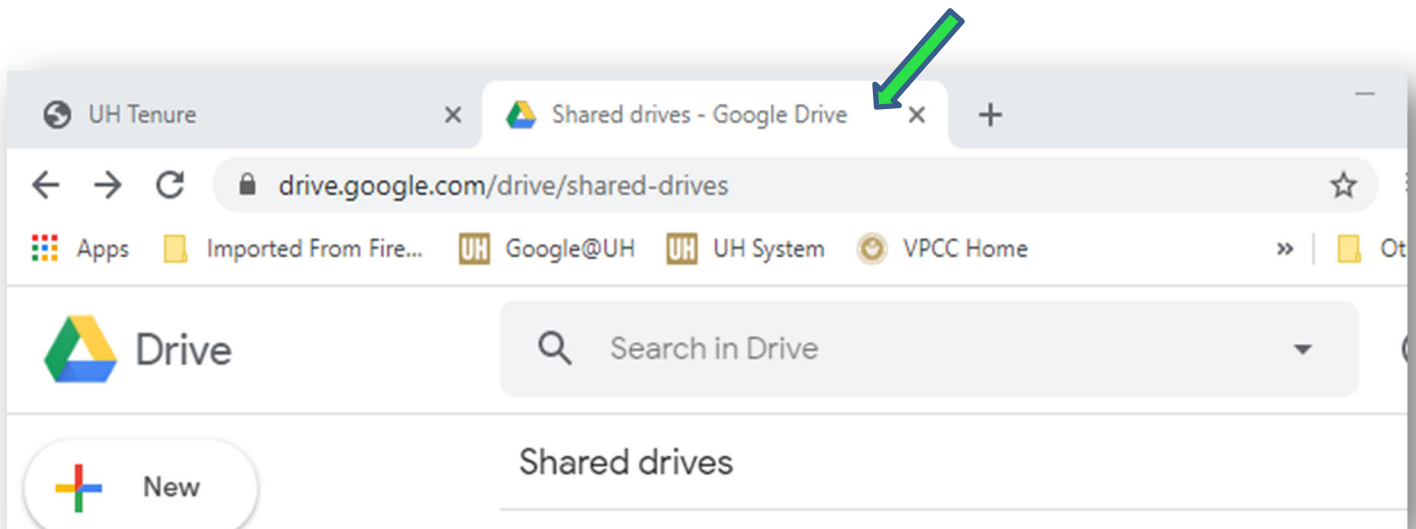
Sharing Dossier with Colleagues

The Tenure and Promotion/Contract Renewal System allows you to share your dossier with a colleague if you choose to have someone review your online dossier. Shared access will end when your dossier is submitted. This feature is available on the Home Page.

Submit Application

When your contract renewal documents are complete and you are ready to submit your application, click on the "Submit Application" button at the top right corner. You will receive an email notifying you that your application was successfully submitted.

Submitted Template

To: applicant
cc: coordinator
Bcc: tenure-technical@lists.hawaii.edu
From: tenureandpromotion@hawaii.edu

Your <application year> <application type> application has been successfully submitted! Please note that you no longer have access to your Shared Drive.

You can periodically login to the Tenure and Promotion site to check your application's progress at https://tenureandpromotion.hawaii.edu.

Note: This is a system generated notice, please do not respond to this email.

Copy of Google Shared Drive

At the time you submit your application, you will no longer have access to your dossier. However, you will receive an email with link to a copy of the documents in your Google shared drive.

> **To**: applicant
> **Bcc**: tenure-technical@lists.hawaii.edu
> **From**: tenureandpromotion@hawaii.edu
>
> All of the files in your Google Shared Drive for your <application year> electronic application have been copied for your convenience, and you are the owner of it. This copy is available at the URL below.
>
> Drive Name and URL: "Copy of Tenure and Promotion Application <application ID>" <copied drive url>
>
> -------
> Note: This is a system generated notice, please do not respond to this email.

View DPC and Dept/Div Chair Assessment

After the assessment is completed by your Dept/Div Chair, you will be notified by email that the DPC and Dept/Div Chair assessments are available for your review. After five calendar days, your access to the assessments will end and your application will automatically be routed for Dean/Director's review.

> **To**: applicant
>
> **cc**: department chair
>
> **Bcc**: tenure-technical@lists.hawaii.edu
> **From**: tenureandpromotion@hawaii.edu
>
> Your contract renewal assessments are available for your viewing per article XII.E.2. This will be available for 5 calendar days and then forwarded to your Dean/Director.
>
> Login to the Tenure and Promotion site at https://tenureandpromotion.hawaii.edu to view the DPC and Department Chair assessments.
>
> -------
> Note: This is a system generated notice, please do not respond to this email.

Online Tenure and Promotion/Contract Renewal System Resources

Please visit the UH Community Colleges website for other resources for the online Tenure and Promotion/Contract Renewal System:

http://uhcc.hawaii.edu/ovpcc/hr/faculty/online_tenure_promotion