

University of Hawai'i Community Colleges Tenure and Promotion Online System

Welcome to the University of Hawai'i Community College's Tenure and Promotion/Contract Renewal Online System. This training session is geared towards the Applicant in the tenure and promotion process.

To begin, your Campus Coordinator will give you access to the System by generating an email with the subject line, "Tenure and Promotion Notification." The first link in the email will take you to the Tenure & Promotion website.

Subject: Tenure and Promotion Notification
Date: Wed, 5 May 2021 21:25:16 -1000 (HST)
From: tenureandpromotion@lists.hawaii.edu
To: applicant@hawaii.edu
CC: campus_coordinator@hawaii.edu

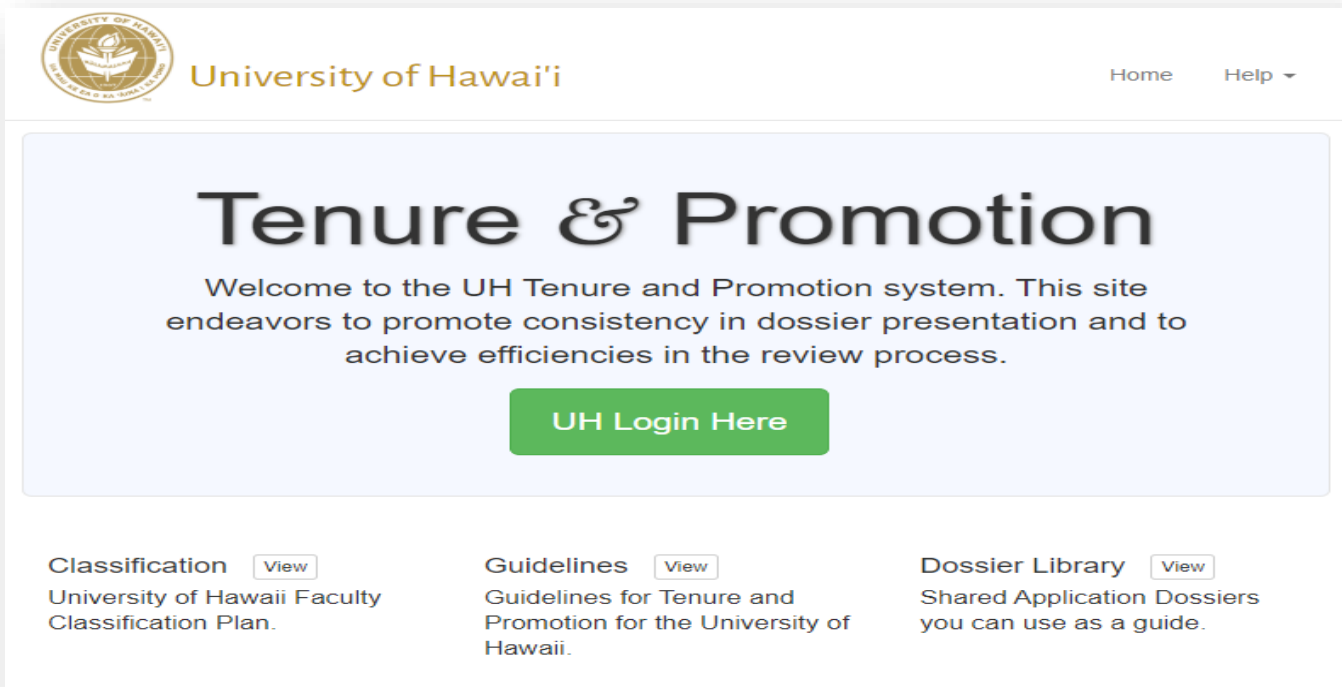
Your 2021 electronic application has been created in the Tenure and Promotion site at <https://tenureandpromotion.hawaii.edu/tnp/>.

Application ID: XXXX
Application Type: Promotion Only
Drive Name and URL: "Tenure and Promotion Application XXXX"
<https://drive.google.com/drive/u/0/folders/>

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 Tenure & Promotion 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.

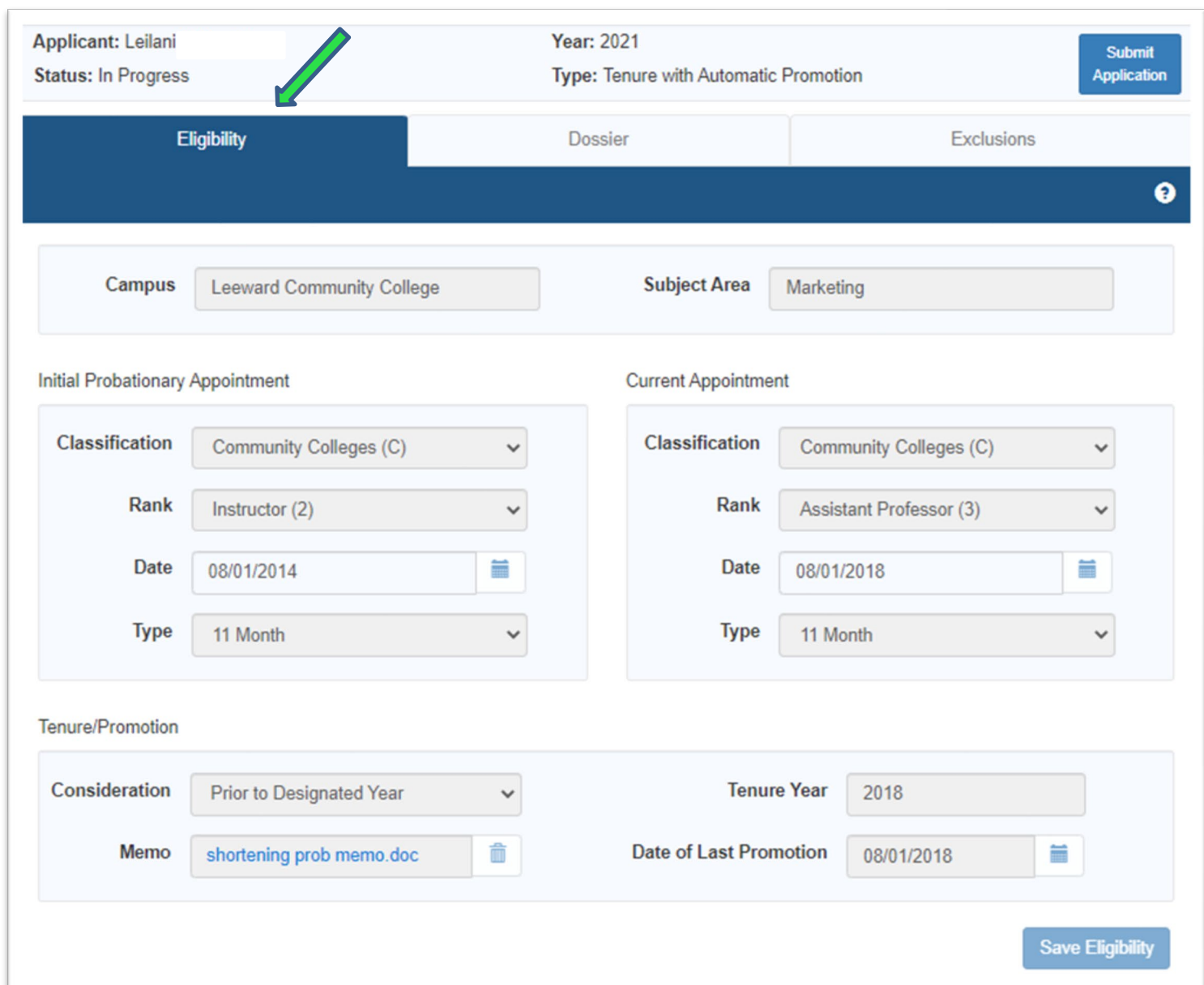


The screenshot shows the University of Hawai'i Tenure & Promotion website. At the top left is the University of Hawai'i logo, and to its right is the text "University of Hawai'i". In the top right corner are links for "Home" and "Help". The main heading is "Tenure & Promotion" in a large, bold font. Below this is a welcome message: "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." A prominent green button labeled "UH Login Here" is centered below the message. At the bottom of the page, there are three sections: "Classification" with a "View" button and the text "University of Hawai'i Faculty Classification Plan."; "Guidelines" with a "View" button and the text "Guidelines for Tenure and Promotion for the University of Hawai'i."; and "Dossier Library" with a "View" button and the text "Shared Application Dossiers you can use as a guide."

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 applying for "Promotion Only". The Eligibility tab replaces the previous hard copy application form.

A shortening or extension of the probationary period will be indicated at the bottom under "Tenure/Promotion Consideration." "Appropriate" indicates that the appropriate time in rank was served. "Prior to Designated Year" or "After Designated Year" indicates that a shortening or extension was granted with the approved memo attached.



Applicant: Leilani
Status: In Progress
Year: 2021
Type: Tenure with Automatic Promotion
Submit Application

Eligibility | Dossier | Exclusions

Campus: Leeward Community College
Subject Area: Marketing

Initial Probationary Appointment

Classification: Community Colleges (C)
Rank: Instructor (2)
Date: 08/01/2014
Type: 11 Month

Current Appointment

Classification: Community Colleges (C)
Rank: Assistant Professor (3)
Date: 08/01/2018
Type: 11 Month

Tenure/Promotion

Consideration: Prior to Designated Year
Tenure Year: 2018
Memo: shortening prob memo.doc
Date of Last Promotion: 08/01/2018
Save Eligibility

Exclusions

By clicking on the “Add” button, you may add up to 10 names.

Applicant: Leilani

Year: 2021

Submit Application

Status: In Progress

Type: Tenure with Automatic Promotion

Eligibility

Dossier

Exclusions

Add

The applicant has chosen not to exclude anyone from their TPRC committee.

Use the search field to search by first or last name. Note that the listing includes names of faculty UH systemwide.

Add Faculty Exclusion

Q Type to filter text...

<input type="checkbox"/>	Name	KA	KAPIOLANI CC	GEN-LANGUAGE ARTS	ENGLISH	AS
<input type="checkbox"/>	Name	MA	LIBRARY SERV	HAMILTON LIBRARY	HAMILTON LIBRARY	LI
<input type="checkbox"/>	Name	LE	LEEWARD CC	GEN-SOCIAL SCIENCE	SOCIOLOGY	AS
<input type="checkbox"/>	Name	WO	UH AT WEST OAHU	INSTRUCTION	SOCIAL SCIENCES	PF
<input type="checkbox"/>	Name	HI	ACADEMIC AFF UHH	COLLEGE OF PHARMACY DEAN'S OFF	PHARMACY PRACTICE	AS

Close

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.

Applicant: Leilani

Year: 2021

Submit Application

Status: In Progress

Type: Tenure with Automatic Promotion

Eligibility

Dossier

Exclusions

Collapse All Sections

Add Section

?

Introduction

+ -

Philosophy

+ -

Primary Responsibilities of Faculty

+ -

Professional/Self-Development Activities

+ -

College/Community Service Activities

+ -

Leadership Activities

+ -

Other Endeavors

+ -

Educational Background

+ -

List of Courses Taught

+ -

List of Assigned Time

+ -

UH Employment History

+ -

Closing

+ -

Appendix

+ -

Working in the Dossier Tab

The screenshot shows the 'Dossier' tab of an application system. At the top, there is a header bar with 'Applicant: Leilani', 'Year: 2021', 'Status: In Progress', 'Type: Tenure with Automatic Promotion', and a 'Submit Application' button. Below this is a navigation bar with 'Eligibility', 'Dossier' (selected), and 'Exclusions' tabs. The 'Dossier' tab contains a list of sections: 'Introduction', 'Philosophy', and 'Primary Responsibilities of Faculty'. Each section has a '+ -' icon, an edit icon (pencil), and a delete icon (trash). Callout A points to the 'Add Section' button. Callout B points to the '+ -' icon for the 'Introduction' section. Callout C points to the edit icon for the 'Philosophy' section. Callout D points to the delete icon for the 'Primary Responsibilities of Faculty' section.

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

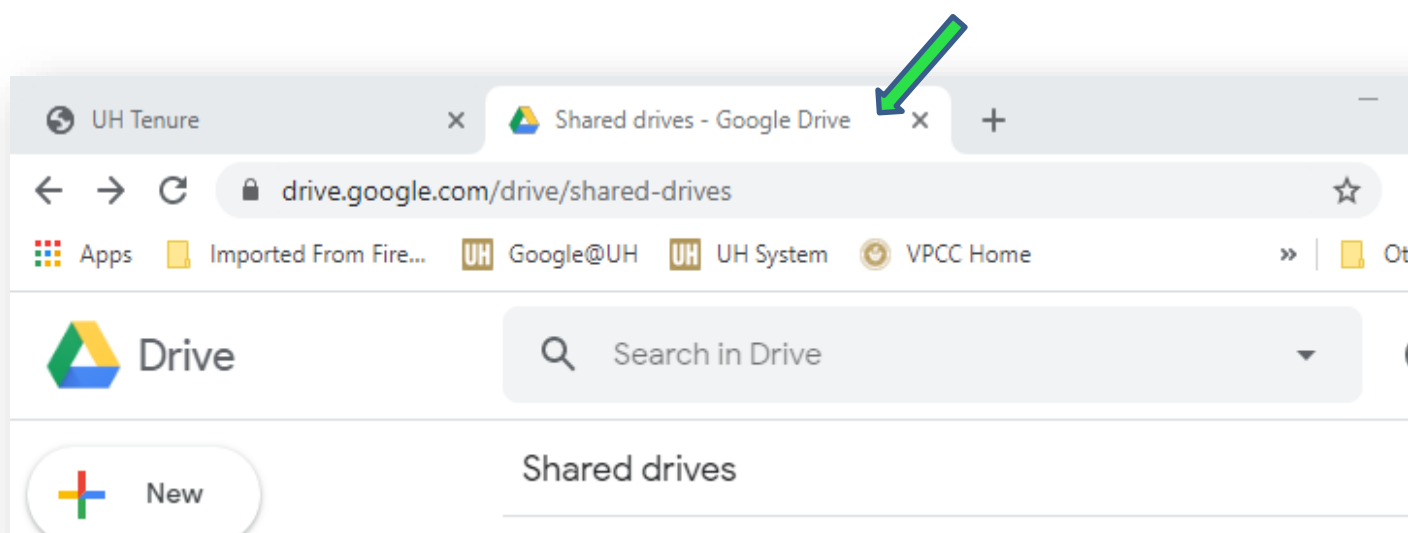
D Delete button. A document or section can be deleted and it will remain in trash for 30 days.

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.

Applications						
Q Type to filter text...						
(All Types) v						
ID	Applicant	Type	Status	Campus	Year	
19900140	Leilani	Tenure with Automatic Promotion	In Progress	Leeward Community College	2021	

Share Application 19900140

Colleagues with Shared permission

@hawaii.edu

Add new Colleague Share

Colleague's UH Number, Username or Email Address

Q

Name

☒ Send notification email to Colleague?


Cancel

Share

Submit Application

When your dossier is complete and you are ready to submit your application, you may choose to click on the “Submit Application” button at the top right corner. When you submit your application, you will no longer have access to your dossier.

If you do not click on the Submit Application button, your dossier will automatically be submitted at 4:30 p.m. on the due date.



Applicant: Leilani	Year: 2021	Submit Application
Status: In Progress	Type: Tenure with Automatic Promotion	

Eligibility	Dossier	Exclusions
Collapse All Sections Add Section ?		

Notification of Submitted Dossier

The email confirmation below will automatically be generated when you hit the “Submit Application” button or when your dossier is automatically submitted at 4:30 on the deadline date.

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.

Online Tenure and Promotion System Resources

Please visit the UH Community Colleges website for templates, tips and other resources for the online Tenure and Promotion System:

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

Form-fillable Word templates are available to Applicants for the following documents. You may use your own document if you wish, these are available for your convenience only.

- Cover Sheet and Table of Contents
- Education Background
- List of Courses Taught
- List of Assigned Time
- UH Employment History

Notices After TPRC Review

After the TPRC review, you will receive one of the following email notices:

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

This is to notify you that the Tenure and Promotion Review Committee has made a positive recommendation for your Application for Tenure and/or Promotion. Your dossier has been forwarded to the Chancellor/Provost for further review and recommendation.

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

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

All committees have reviewed your dossier and there was a negative recommendation from one or more committees. If you wish to review the recommendations and provide a rebuttal, you must login to the Tenure and Promotion site at <https://tenureandpromotion.hawaii.edu> and click on the "Review and Provide Rebuttal" button by midnight <date> calculated as 5 days if Tenure Only, 10 days otherwise from date of this email>. If you do not click on the "Review and Provide Rebuttal" button by midnight <date>, your application will be automatically sent to your Chancellor for review.