
PROCEDURES FOR I-2 INSTRUCTIONAL FACULTY APPLYING FOR CONTRACT RENEWAL, PERFORMANCE REVIEW AND CONTRACT RENEWAL, OR PROMOTION

Approved



Bonnie Irwin, Chancellor, UH Hilo



University of Hawaii Professional Assembly

Jan 15 2021

01 12 2021

This document provides guidance for instructors at the University of Hawai'i at Hilo who wish to apply for contract renewal or promotion as well as for faculty committees and Dean/Directors who will be reviewing these applications. These are general expectations for review and evaluation; units are encouraged to create and promulgate more specific sets of expectations. This document follows and references the 2017-2021 Bargaining Unit 07 Collective Bargaining Agreement between the University of Hawai'i and the University of Hawai'i Professional Assembly.

General Guidelines for Contract Renewal and Promotion

1. Full time Instructors teach a normal load of 24 credits or equivalencies per year. Their full-time responsibility is teaching and related activities. Evaluations should therefore be based primarily on evidence of teaching effectiveness, although other elements of an instructor's activities may be included in the application if the instructor wishes to include them.
2. All Instructors must request contract renewal annually.
3. Instructors with less than 5 years of continuous service shall submit a dossier and undergo contract renewal with a performance review annually, including the first year for new hires.
4. Instructors that have been appointed to the same bargaining unit position and rank and rank for 5 consecutive years will be offered a 3-year limited term contract with the expiration term of the contract rolling forward one year at the end of each year of the 3-year term (Article XIII, C.).
5. Instructors on 3-year contracts will continue to be required to submit annual contract renewal requests in the form of a memo to their Dean/Director requesting their contract be renewed by the published submission date. The Dean/Director may reappoint the faculty member, request a special performance review, or exercise the prerogative of non-reappointment as outlined in Article XII, E., 1 through 4.
6. Every third year the contract renewal application must include a dossier submission, and the Instructor will undergo a full performance review by DPC, Chair, and Dean/Director as outlined in Article XII, E., 1. and 2.
7. Instructors that have been appointed to the same bargaining unit position and rank for 5 consecutive years or have been in the same bargaining unit position and rank for 5 or more continuous years since their last promotion are eligible for promotion (Article XIV, B. and C.). Instructors may apply for either an in-rank promotion (I-2B, I-2C, or I-2D); or a promotion to I-3 depending on academic qualifications. Faculty members receiving an in-rank promotion shall have their salary increased by 5%. Faculty promoted from I-2 to I-3 shall receive have their salary increased by 8% (Article XIV, C.).

8. Successful application for any I-2 step promotion shall count as a successful performance review and contract renewal. The next required performance review and contract renewal will be in the 3rd academic year following the appointment at the new step ranking.
9. The promotion process shall follow that outlined in Article XII, G.2. and Article XV, D.2.
10. The calendar for the submission of requests for contract renewal and promotion will be published annually. Faculty are responsible tracking their hiring date and for turning in their documents for review at the correct time.

Application process

The processes for applying for in-rank promotion are governed by procedures in the collective bargaining agreement Article XIV promotion, item B, the process is guided by that articulated in Article XII, G.2, Article XIV, and Article XV, D.2. The same forms are used and the same deadlines apply (see Appendix A – Forms). At the beginning of each fall semester, the Calendar for Personnel Actions will be distributed by the Chancellor and will be posted on the Vice Chancellor for Academic Affairs website. The UH System calendar of the current year's contract renewal, promotion, and tenure deadlines are distributed during the summer of each year. Applicants should make sure they review these dates, as some of the deadlines are quite early in the semester.

1. The candidate should be aware of the deadlines for the following actions:

Submission of application dossiers to the Departmental/Division Personnel Committee for contract renewal or promotion along with requests to exclude up to 10 faculty from the candidate's TPRC to be submitted to the Vice Chancellor for Academic Affairs by the deadline for submission of renewal and promotion requests (Article XV, C).

2. Forms to be used for contract renewal and I-2B, I-2C, and I-2D promotions are provided in Appendix A.
3. Membership on the Departmental/Division Personnel Committees (DPC) are made up of I-4 and I-5 faculty. Tenure and Promotion Review Committees (TPRC) may be made up from I-3, I-4, and I-5 faculty. The following personnel are to be excluded, however:
 - Applicants for promotion
 - Personnel under consideration for contract renewal
 - Personnel on terminal year appointments
4. The procedures for handling a case where there is a negative recommendation are provided in Article XII Tenure and Service, Section H and Article XIV Promotion, Section D of the UHPA contract. The recommendations are transmitted by the

Chancellor. All actions related to I-2 promotion must be completed by the end of the fiscal year (June 30).

GUIDELINES FOR IN-RANK (I-2) PROMOTION

Instructors with 5 years or more of continuous service in same position and rank since initial hire or last promotion are eligible for In-Rank (I-2) promotion. There are four steps in the I-2 rank: I-2A, I-2B, I-2C, and I-2D.

The minimum qualifications for each position together with its duties and responsibilities are set forth below. Because I-2 Instructors are focused primarily on teaching there is an expectation that evidence of high quality teaching is necessary for any I-2 promotion. In addition, each college, department, or other unit may develop more specific guidelines clarifying the accomplishments and performance required to reach I-2B, I-2C, and I-2D rank.

INSTRUCTOR (I-2A)

Duties and Responsibilities. Under general supervision, conduct assigned courses at the undergraduate and graduate level, depending on department needs; and/or to supervise independent study activities and off-campus learning such as practicums and internships; to serve as academic advisor or mentor to students (e.g. advise cohorts); and to perform related tasks or duties as assigned. Work under the guidance of colleagues to develop and enhance understanding of student needs in their discipline or area of responsibility.

Minimum Qualifications. A Master's degree from a college or university of recognized standing, with the major work in the field in which the instructional assignment is made or duties performed. In unusual circumstances, the requirement of the master's degree may be waived by the University upon demonstration of appropriate professional training, competence, or experience. Demonstrated evidence of ability to teach effectively, direct group discussions, and/or to provide clinical supervision; and professionalism in meeting and conferring with others.

INSTRUCTOR (I-2B)

Duties and Responsibilities. In addition to the duties and responsibilities of an I-2A, Faculty at I-2B level will perform with increasing professional maturity in their area of expertise (teaching, supervising independent study activities, and/or off-campus learning such as practicums and internships, or other duties). Faculty at this level may be assigned undergraduate and graduate teaching, supervision and mentorship, based on departmental needs. They maintain a professional level of performance and productivity in their area of expertise, including remaining current on academic content, methodologies, and discipline content related work.

Minimum Qualifications. A Master's degree from a college or university of recognized standing. In unusual circumstances, the requirement of the master's degree may be waived by the University upon demonstration of appropriate professional training, competence, or experience. A minimum of five years of service as an I-2A, or equivalent; evidence of

increasing proficiency in ability to teach effectively, direct group discussions, and/or to provide clinical supervision; and professionalism in meeting and conferring with others.

INSTRUCTOR (I-2C)

Duties and Responsibilities. In addition to the duties and responsibilities of an I-2B, Faculty at I-2C will perform at a consistent and highly effective professional and productive level in the area of primary responsibility. Faculty at this level may be assigned undergraduate and graduate teaching, supervision, mentorship, and course coordination, based on departmental needs. Maintain expertise in their discipline; provide peer mentorship in their content area, department or college; initiate, coordinate and participate in disciplinary and/or interdisciplinary -related projects.

Minimum Qualifications. A Master's degree from a college or university of recognized standing with the majority work in the field in their area of assignment and evidence of continued professional growth, skill, and knowledge (e.g. additional coursework, certificates, or other educational activities that advance knowledge of their discipline and/or work with students). In unusual circumstances, the requirement of the master's degree may be waived by the University upon demonstration of appropriate professional training, competence, or experience. A minimum of 5 years as an I-2B, or equivalent, evidence of increasing proficiency in ability to teach effectively, direct group discussions, and/or to provide clinical supervision; and professionalism in meeting and conferring with others.

INSTRUCTOR (I-2D)

Duties and Responsibilities. In addition to the duties and responsibilities of an I-2C, Faculty at I-2D will sustain excellence in their area of primary responsibilities (teaching, supervising independent study activities, off-campus learning such as practicums and internships, or other duties) and demonstrate excellence in the mastery of strategies, which effectively meet students needs in the course, or at the discipline or program level. They may be assigned to undergraduate and graduate teaching, supervision, committee assignments, and mentorship, depending on departmental needs. They will provide individual mentorship to their colleagues in their discipline at UH Hilo and/or other institutions; they will initiate, coordinate and participate in disciplinary and/or interdisciplinary-related projects between institutions, possibly including at the national level.

Minimum Qualifications. A Master's degree from a college or university of recognized standing with the majority work in the field in their area of assignment and evidence of continued professional growth, skill, and knowledge (e.g. additional coursework, certificates, or other educational activities that advance knowledge of their discipline and/or work with students). In unusual circumstances, the requirement of the master's degree may be waived by the University upon demonstration of appropriate professional training, competence, or experience. A minimum of 5 years as an I-2C, or equivalent, evidence of increasing proficiency in ability to teach effectively, and/or to provide clinical supervision; contributions to curriculum improvement and/or academic program development, and professionalism in meeting and conferring with others.

GUIDELINES FOR PROMOTION FROM I-2 TO I-3 ASSISTANT PROFESSOR

An I-2 instructor that meets the degree requirements has the right to seek promotion to I-3 rank after having successfully completed five years of continuous service in the same position and rank at the University of Hawaii. Applicants for promotion must meet the minimum requirements for I-3 rank as outlined below.

ASSISTANT PROFESSOR (I-3)

Duties and Responsibilities. The primary responsibility of an assistant professor is to conduct assigned courses and seminars. Additionally, the assistant professor is to serve as academic advisor to students; serve on college or university committees; engage in scholarly activities, and/or creative endeavors which contribute to the academic mission of the University. Where appropriate, the assistant professor is to participate in curriculum development activities; supervise laboratories, independent study activities, and off-campus learning such as practicums and internships; and to render service to the professional or lay community which is relevant to the individual's academic specialty. Perform such other related tasks and duties as assigned.

Minimum Qualifications for Promotion from I-2 to I-3

- a) A doctorate from a college or university of recognized standing in a field appropriate to the requirements of the position. In unusual circumstances, the requirement of the doctorate may be waived by the University upon demonstration of appropriate professional training, competence or experience.
- b) Applicants must have completed at least 5 years of continuous service at UH Hilo as an Instructor. There is an expectation the applicant must demonstrate high quality teaching performance during this period. High quality teaching can be evidenced by some combination of teaching evaluations, course materials, letters of support, evaluations by other faculty, etc.
- c) Potential for high quality contributions in at least one of the following areas and potential for competence in the other or some equivalent combination of contributions:
 - 1) Scholarly contributions and/or creative contributions in the individual's field appropriate for the rank and the standards of the specific unit. Applicants should demonstrate productive and significant scholarship potential within the past five years that reflect probable success as an Assistant Professor as evidenced by publications, grants, or other metrics that provide evidence the applicant can successfully design and complete research/scholarly activity independently.

Service to the academic life of the college and/or university system. Where appropriate, contributions to the professional or lay community pertinent to the individual's professional training will be applicable in partial satisfaction of the service criterion. Participation by the instructor in past university service will be regarded as a positive demonstration for success as an Assistant Professor.

Applicants for I-2 to I-3 should prepare their dossier using the format required in the UH Hilo "Guidelines for applying for contract renewal, promotion and tenure for tenure track teaching faculty" to apply for promotion from I-2 to I-3.

Applicants are expected to provide a comprehensive future endeavors section in their dossier that clearly maps out a program of teaching, research and/or scholarly activities and service at UH Hilo that will lead to a successful tenure application.

The applicant's dossier must be submitted for review by the appropriate DPC by the contract renewal and promotion deadline for that year. Dossiers will be reviewed by the same process outlined in the UH Hilo "Guidelines for applying for contract renewal, promotion and tenure for tenure track teaching faculty".

Promotion from an I-2 to I-3 does not automatically provide tenure track status. Once promoted to the I-3 rank, the applicant will receive a new contract with renewal in accordance with the contract renewal process. Awarding of tenure track status is subject to institutional need and availability of a permanent position. Tenure track status is not conferred via the promotion process.

APPENDIX A: CONTRACT RENEWAL AND PROMOTION FORMS FOR I-2 FACULTY
(Note who needs to use this when, I-2 faculty applying for promotion to I-3 must use the dossier forms for I-3, I-4, and I-5 faculty)

**University of Hawai'i at Hilo
TPRC Exclusion Form**

(IMPORTANT: In order for your tenure and/ or promotion application to be assigned to a Tenure and Promotion Review Committee, you must submit this form. If you do not wish to exclude anyone, please check the appropriate box in the table below.)

Tenure and Promotion Review Committees (TPRC) are composed of tenured faculty members appointed by the Chancellor or Vice Chancellor for Academic Affairs. In practice, members of the TPRC are chosen from among the tenured faculty at UH Hilo. Members of TPRCs are selected from the Faculty Personnel Panel membership (2017-2021 UHPA-BOR Contract Article XV. B.).

Faculty members whose dossiers will be reviewed by a TPRC for either tenure or promotion have the option of excluding up to ten members of the Faculty Personnel Panel (FPP) from the TPRC. This option is provided for in the 2017-2021 UHPA-BOR Contract, Article XV.C. The FPP membership is comprised of "All tenured I and R Faculty at Ranks 4 and 5 and all tenured S, B and A Faculty at Ranks 3, 4 and 5 at UH-Manoa, UH-Hilo, and UH-West Oahu..." (2017-2021 UHPA-BOR Contract, Article XV.B.).

Please submit your completed TRPC Exclusion Form to the Office of the Vice Chancellor for Academic Affairs by the deadline as indicated on the Calendar for Personnel Actions. Please also e-mail the form as an attachment to vcaa@hawaii.edu with a subject line "Tenure and Promotion Exclusion Form".

Indicate that you choose not to exclude any members of the FPP; or list the names of any members of the FPP that you wish to exclude.

APPLICANT		Applying for (check one): <input type="checkbox"/> Tenure <input type="checkbox"/> Promotion <input type="checkbox"/> Tenure and Promotion
DIVISION		
DISCIPLINE	CURRENT RANK/STEP	
Check One	I choose NOT to exclude any members of the FPP.	
I choose to exclude the following members of the FPP as listed below:		
1)	6)	
2)	7)	
3)	8)	
4)	9)	
5)	10)	

Signature: _____

Date: _____

**UNIVERSITY OF HAWAI'I AT HILO
APPLICATION FOR CONTRACT RENEWAL OR PROMOTION**

- Performance Review and Contract Renewal only
- Promotion I-2A to I-2B
- Promotion I-2B to I-2C
- Promotion I-2C to I-2D

PART I. To be completed by the Applicant.

Name of Faculty Member: _____

Division or Unit: _____

Current Rank/Step: _____

Date of Current Rank: _____

Date of Application: _____

PART II. TO BE COMPLETED BY APPLICANT

A. I certify that I have read this personnel application, the Guidelines for Applying for Contract Renewal and/or Promotion, and my unit's guidelines, and that I understand the performance requirements and the kind of information required. Performance review and contract renewal are required every year for I-2 faculty with 5 or fewer years of experience. I-2 faculty with greater than 5 years of continuous experience have required performance reviews and contract renewals every 3 years; a successful promotion application will count as a successful performance review and contract renewal. I-2 faculty in their 5th year are eligible for promotion (Article XIV, B. and C.) and may submit an application for promotion in lieu of contract renewal. I-2 faculty granted a step promotion are eligible for apply for promotion after every 5 years of continuous service (Article XIV, B. and C.). After reading the documents, I am applying for:

- Performance Review and Contract Renewal
- Promotion and Contract Renewal

Signature Date

B.. Consultation (check as appropriate)

- ___ 1. I consulted with my DC or comparable unit head regarding my application
- ___ 2. I did not consult with my DC or comparable unit head regarding my application
- ___ 3. I was unable to consult with my DC or comparable unit head regarding my application. (Please give reasons)

Signature Date

C. In the event that it should be impractical to notify me of the University's decision on my application by personal delivery in writing, I ask that notice be given by certified mail to the address given below:

Address _____

Signature Date

Part II. (continued)

E. UH Hilo Employment History:

List in chronological order the dates of all personnel actions pertinent to you beginning with your initial affiliation with UH Hilo. These should include, where appropriate, contract performance reviews, promotions, leaves without pay (indicate the purpose of such leaves), study leaves, and periods of broken service.

<u>Date</u>	<u>Personnel Action</u>
-------------	-------------------------

Part III. Immediately after this page insert a curriculum vita.

Please include page numbers in the vita.

Note here the final page number of pages of the vita: _____.

The vita must clearly indicate the following:

- All academic degrees at baccalaureate and graduate levels (include degree, subject, institution, and date awarded).
- Foreign or Other Degrees and Professional Licenses (if applicable; include degree, subject, institution, and date awarded).
- Graduate credits, post-doctoral work, and so forth since last degree (if applicable; include institution, dates, subject, and credits).
- Prior Experience (list with dates, in reverse chronological order, beginning with your affiliation with the last institution or organization before coming to UH Hilo).
- Optional for I-2 faculty: Grants, Contracts, and Development Activities. List any grants or contracts submitted through the University of Hawai'i, and indicate whether they are successful, unsuccessful, or pending. Indicate whether you are the principle investigator or are involved in some other capacity. Also report any activities aimed to bring development resources to UH Hilo.

Part IV. Contributions in Teaching, Research, and Service.

A. List of Courses Taught. On the next page, list in chronological order all courses taught since your date of initial appointment at the University of Hawai'i. Courses taught through CCECS or in Summer Session or at an institution other than UH Hilo should also be noted. If additional space is required, append additional suitably-numbered pages.

B. Adjustments to Course Load. List in chronological order all adjustments to the 12-credit course load, such as grant buy-outs, released time for administrative service, instruction of unusually large lecture courses, and laboratory instruction. Also, if any of the courses listed in part A were team taught, note here your % effort in the course.

C. Individual Instruction. List the number of students you supervised in independent study, internship, thesis, etc. you have supervised. Insert more lines if necessary.

Number of Independent Study Students

Number of Senior Theses

20__ -

20__ -

20__ -

20__ -

19__ -

Sections A and B reviewed by Chairperson/Unit Head for accuracy of information:

Chairperson _____
Print Name

Signature

Date

Part IV. (continued)

Attach statements of endeavors after page 4.3, with your name on the upper right of each page. You may also wish to attach a copy of your unit's guidelines

D. Statement of Endeavors

Indicate the page numbers of your statements of endeavors in the following categories:

Instructional activities (4.4 to 4.)

Other activities (optional) (4. to 4.)

E. Statement of Your Plans for the Future as a Member of the UH Hilo Faculty

Attach a statement on your future plans and the way in which they relate to the mission and the character of UH Hilo.

Statement of Future Plans (4. to 4.)

Note here the final page number of submission (4.)

F. Supporting materials

Organize supporting materials into separate appendices. Be sure each appendix, labeled as to its contents, is listed in a Table of Contents at the beginning of the application. The list of appendices here is an example. It is highly recommended that candidates provide all Student Feedback Forms in an Appendix; Summaries of results and discussions should appear in the appropriate Endeavors section in the body of your application. Faculty are encouraged to provide supporting materials on a USB drive.

Appendix A Previous DC and DPC Evaluations (at the applicant's discretion)
(pages 1 to) (at the applicant's discretion, not required)

Appendix B Responses, if any, to criticisms in Appendix A
(pages 1 to) (at the applicant's discretion, not required)

Appendix C Solicited Comments from the Department and/or other colleagues. The applicant may invite her/his department, including the chair, to submit comments on the applicant's achievements. Such comments should be inserted by the candidate in Appendix C.

Appendix D, Unsolicited materials. If any are sent to the DPC, the candidate must be offered the opportunity to review the material and respond to it. A record of material received and candidates' responses (if any) will appear in Part V of the dossier.

Appendix E, F, etc.

Additional optional appendices may be used to present evidence of teaching performance, and other service contributions. For example, various appendices could contain student feedback forms, course syllabi, qualitative student evaluations, and letters attesting to teaching effectiveness, service activities, or other accomplishments. These may be submitted on an electronic device or as paper. Either way, it is recommended that they are carefully indexed and marked in a way that is easy for reviewers to find the required information.

PART V.

A. The Chair of the DPC should list any unsolicited materials received by the DPC, the date each item was shared with the candidate, and the date any response from the candidate was received. Candidates should have at least five business days to respond. The unsolicited material and the candidate's responses should be placed in an appendix.

Description of unsolicited material and date received	Date provided by DPC chair to candidate	Date of receipt by DPC chair of candidate's response (if any)

To be completed by the DPC Chairperson: These materials and responses can be found in _____ (section of the dossier).

DPC Chairperson's name

Signature

Date

B. Assessment of the Applicant's Strengths and Weaknesses by the DPC:

PART V. (continued)

C. DPC's Certification:

We hereby certify that the assessment recorded on page 5.2 was made by the Committee. Furthermore, if a recommendation is shown below, we certify that the vote recorded is correct and that it was taken by secret ballot.

	Print Name	Signature	Date
DPC Chair			
Member			
Member			
Member			
Member			

D. DPC's recommendation (if one is made) with number of votes in each category.

If contract renewal is being considered:

___ Members voted to recommend contract renewal

___ Members voted to recommend against contract renewal

If promotion is being considered:

___ Members voted to recommend **for** promotion from I-2___ to I-2___

___ Members voted to recommend **against** promotion I-2___ to I-2___

PART VI. DIVISION OR DEPARTMENT CHAIR (DC) if any. If not, this page remains blank.

A. DC's Assessment of the Applicant's Strengths and Weaknesses (attach a separate sheet if necessary):

B. DC's decision for contract renewal:

- 1. The candidate's contract will be renewed []
- 2. The candidate's contract will **not** be renewed []

C. DC's Recommendation for promotion:

- 1. Promotion be granted to I-2____ []
- 2. Promotion **not** be granted []

DC _____
Print Name

Signature

Date

PART VII. DEAN

A. Dean's Assessment (attach a separate sheet if necessary):

B. Dean's decision for contract renewal:

- 1. The candidate's contract will be renewed []
- 2. The candidate's contract will **not** be renewed []

C. Dean's Recommendation for promotion:

- 1. Promotion be granted to I-2____ []
- 2. Promotion **not** be granted []

Dean _____
Print Name

Signature

Date

**Candidates for contract renewal: this is the last page of your application.
Only candidates for promotion should include pages VIII.1 – XIII.1.**

PART VIII (continued). TPRC'S ASSESSMENT AND ACTION

A. Assessment:

PART VIII. (continued)

B. TPRC's recommendation is as follows: (give number of votes in each category):

If promotion is being considered

____ Members voted to recommend **for** promotion from I-2____ to I-2____

____ Members voted to recommend **against** promotion

C. TPRC's Certification:

We hereby certify that the assessment recorded on page 8.2 was made by the Committee and that the vote recorded is correct and that it was taken by secret ballot.

	Print Name	Signature	Date
TPRC Chair			
Member			
Member			
Member			
Member			
Member			

PART IX. VICE-CHANCELLOR FOR ACADEMIC AFFAIRS (To be completed only when the candidate does **not** report to a dean.)

If the Dean has **not** reviewed the application, my recommendation is as follows:

If promotion is being considered:

1. That promotion be granted from I-2___ to I-2___ []
2. That promotion **not** be granted []

If the Dean has reviewed the application:

1. I have read and reviewed the dossier []

Vice-Chancellor _____
Print name

Signature

Date

PART X. CHANCELLOR

My recommendation is as follows:

1. That promotion be granted from I-2____ to I-2____ []
2. That promotion **not** be granted []

Chancellor (Print)

Signature

Date

- [] The above recommendation agrees with that of the TPRC.
- [] The above recommendation **disagrees** with that of the TPRC. The case was discussed with the TPRC on _____.

PART XI. EXAMINATION OF DOSSIER

A. I request permission to examine my dossier as a result of notification by the Chancellor that it contains a negative recommendation.

Signed _____ Date _____

B. I acknowledge having examined the dossier and will/will not submit written comments and additional material to the Chancellor by 4:30 pm on ___/___/___.

Signed _____ Date _____

C. I acknowledge receipt of written comments and additional materials from the applicant. These have been appended as pp. 10.2 to 10.____ and will be transmitted (together with pages 11.1 and 11.2 of the application form) with the dossier to the TPRC.

Signed _____ Date _____
Chancellor or Designee

PART XII. TPRC'S REASSESSMENT AND ACTION

(To be completed only when there has been a negative recommendation and new materials have been submitted by the candidate.)

Additional materials received:

A. Reassessment:

PART XII. (continued)

B. TPRC's recommendation upon reassessment is as follows: (give number of votes in each category):

If promotion is being considered

___ Members voted to recommend promotion from I-2 ___ to I-2 ___

___ Members voted to recommend against promotion

C. TPRC's Certification:

We hereby certify that the reassessment recorded on page 12.1 was made by the Committee and that the vote recorded is correct and that it was taken by secret ballot.

	Print Name	Signature	Date
TPRC Chair			
Member			
Member			
Member			
Member			
Member			

PART XIII. CHANCELLOR'S REASSESSMENT

Additional materials received (to be completed only when the initial recommendation of the TPRC was positive):

A. Chancellor's Reassessment

B. Chancellor's Recommendation

- 1. Promotion be granted from I-2___ to I-2___ []
- 2. Promotion **not** be granted []

Chancellor (Print)

Signature

Date

C. Discussed with TPRC on __/__/__.