MEMORANDUM

TO: Susan Brown, Interim Dean, CAS
    Seri Luangphninth, Chair, Humanities
    James Beets, Chair, Natural Sciences
    Ernie Kho, Chair, Natural Sciences
    Thom Curtis, Chair, Social Sciences
    Katharyn Daub, Chair School of Nursing
    Krishna Dhir, Dean, CoBE
    Drew Martin, CoBE

    Scott Kawachi, CCECs
    Julie Mowrer, CCECS
    Keiki Kawai’e’a, Director, CHL
    Carolyn Ma, Interim Dean, CoP
    Bruce Mathews, Interim Dean, CAFRNM
    Kelly Oaks, Interim Associate Vice Chancellor
        and Dean of Students
    Helen Rogers, Interim University Librarian

FROM: Gail Makuakane-Lundin, Interim Vice Chancellor for Student Affairs
      Matthew Platz, Vice Chancellor for Academic Affairs

RE: Tenure and Promotion Deadlines and Procedures – AY 2016-2017

Attached, please find the annual Tenure and Promotion Procedures/Deadlines letter from Risa Dickson, Vice President for Academic Planning and Policy. In keeping with these deadlines, UH Hilo has developed master calendars for the Academic Affairs and Student Affairs units, which are also attached for your information. These documents are also being provided to all faculty by the Office of the Chancellor. Key dates are highlighted below.

September 2, 2016 is this year’s deadline for submitting change of probationary period requests and/or waiver of minimum qualifications requests. Change of probationary period and waiver of minimum qualification requests should be routed to the Chancellor via the chair, division chair (if appropriate), dean/director, and Vice Chancellor for Academic Affairs/Vice Chancellor for Student Affairs. The minimum qualifications for each faculty rank for Academic Affairs are found in “Contract Renewal, Promotion and Tenure for Teaching Faculty” and “Contract Renewal, Promotion, and Tenure for Specialist Faculty in Academic Affairs”. Both documents can be accessed at:

http://hilo.hawaii.edu/uhh/vcaa/PersonnelPoliciesandProcedures.php

Guidelines for specialist faculty in Division of Student Affairs can be found at:

http://hilo.hawaii.edu/uhh/vcsa/#FacultyInfo

All requests for adjustment must be approved by the Chancellor before the dossier may be reviewed.
October 7, 2016 is the application deadline for tenure and promotion.

October 7, 2016 is also the deadline for exercising the TPRC exclusion option. These should be sent to the Vice Chancellor for Academic Affairs/Vice Chancellor for Student Affairs (as appropriate), using the TPRC exclusion form. Please be sure your faculty know that they will need to sign and submit the TPRC Exclusion form even if they choose not to exclude anyone from the TPRC. Applications cannot be assigned to TPRCs until this form has been submitted. The form is available at:

http://hilo.hawaii.edu/uhh/vcaa/PersonnelPoliciesandProcedures.php

January 6, 2017 is the date by which 2nd year tenure-track faculty and Instructors should be notified as to personnel actions.

February 3, 2017 is the due date for submission of dossiers to the Chancellor via the Vice Chancellor for Academic Affairs/Vice Chancellor for Student Affairs.

Thank you for your attention to these matters.

Attachments
- Memorandum from Risa Dickson, Vice President for Academic Planning and Policy
- Academic Affairs’ 2016-2017 Calendar for Personnel Actions
- Student Affairs’ 2016-2017 Calendar for Faculty Specialists Personnel Actions

C: Donald O. Straney, Chancellor
   Kalei Rapoza, Human Resources