

**UNIVERSITY OF HAWAII AT HILO
APPLICATION FOR CONTRACT RENEWAL TENURE AND/OR PROMOTION
SPECIALIST FACULTY**

- Contract Renewal only
- Tenure only
- Promotion only
- Tenure and Promotion

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: _____

[] If there has been a waiver of minimum qualification(s), check the box and attach documentation immediately following this page.

If any part of this application is for **tenure**, consideration is (check one):

- ___ A. Based upon the applicant being in the final year of probationary service.
- ___ B. Prior to the final year of probationary service (Approval from the UH Hilo Chancellor must be attached)
- ___ C. After extension of the probationary period (Date of Chancellor's action):
 ___/___/___).

PART II. TO BE COMPLETED BY APPLICANT

A. I certify that I have read the University of Hawai'i at Hilo "Contract Renewal, Tenure, and/or Promotion Handbook" for Specialist Faculty in Student Affairs) and that I understand the kind of information required. Further, I certify that I have read the "Instructions for preparing the contract renewal, tenure and/or promotion dossier" in the handbook, which provides further assistance. After reading both documents, I have concluded that I wish to apply for:

- contract renewal
- tenure
- promotion
- tenure and promotion

Signature Date

Note: Probationary specialist faculty in the final probationary year who do not apply for tenure or an extension of probationary period will be given a terminal year contract for the following academic year.

B. Consultation (check as appropriate)

- ___ 1. I consulted with tenured specialists in DSA regarding my application
- ___ 2. I did not consult with tenured specialists in DSA regarding my application
- ___ 3. I was unable to consult with tenured specialists in DSA regarding my application. (Please give reasons)

Signature Date

C. I certify that I understand the appropriate requirements for the personnel actions for which I am applying, as these are stated in the Guide for Contract Renewal, Promotion, and Tenure for Tenure Track Specialist Faculty and in my unit's guidelines. 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

ApplicantName

Part II. (continued)

E. 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 renewals, promotions, sabbatical leaves, leaves without pay (indicate the purpose of such leaves), study leaves, and periods of broken service.

<u>Date</u>	<u>Personnel Action</u>
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Part III. Immediately after this page insert a curriculum vita and if you wish to include them, your job description and approved unit guidelines.

Please include page numbers in each document.

Note here the final page number of each document: vita _____; job description (if included) _____; unit guidelines (if included) _____.

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).
- Indicate or list separately all professional development activities since your date of hire or last promotion. The nature of each work should be indicated (conference presentations, degrees or certificates earned, publications in peer-reviewed journals, book chapters, presentations etc; see instructions for more details.) In the case of multi-authored papers or group activities, it is recommended that you describe the nature of your contribution and % effort.
- 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 Professional Activities, Professional Development and Service.

Attach statements of endeavors on pages numbered from 4.2 with your name on the upper right of each page.

A. Statement of Endeavors

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

Professional activities (4.2__ to 4.___)

Professional development, research/scholarly/creative activities (4.___ to 4.___)

Service activities (4.___ to 4.___)

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

B. 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.___)

C. Supporting Materials. Organize supporting materials into separate appendices. Continue on next page if necessary.

Appendix A Previous DC and DPC/FPC Evaluations (pages 1 to ___)

Appendix B Responses, if any, to criticisms in Appendix A (pages 1 to ___)

Appendix C Solicited Comments from the Department or Unit
The applicant may invite her/his department or unit, including the director, 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

Professional activities, professional development, and service contributions. For example, various appendices could contain Descriptions of new or improved programs, workshops or seminar materials, results of feedback forms, copies of published articles or talks presented at conferences; results of research, grants received, service on professional review boards or editorial panels,

The statement of endeavors should start here

PART V. DPC’s Assessment and Action

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 paced in an appendix.

Description of unsolicited material and date received	Date provided by DPC chair to candidate	Date of receipt to 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

PART V.

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

PART V. (continued)

B. DPC's Certification:

We hereby certify that the assessment recorded on page 5.1 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.

DPC Chair			
Member			
Member			
Member			
Member			
Member			

C. 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

___ Members abstained from voting on contract renewal

If tenure is being considered:

___ Members voted to recommend tenure

___ Members voted to recommend against tenure

___ Members abstained from voting on tenure

If promotion is being considered (the following section is not to be completed in the cases of automatic promotion accompanying tenure):

___ Members voted to recommend promotion

___ Members voted to recommend against promotion

___ Members abstained from voting on promotion

Part VI. For Contract Renewal

EVALUATION BY THE DEAN OF STUDENTS (DOS)

A. DOS's Assessment:

B. DOS's Action:

Contract renewed []

Contract not renewed []

DOS (Print Name)

Signature

Date

Part VI. For Tenure and Promotion

EVALUATION BY THE DEAN OF STUDENTS (DOS)

A. DOS's Assessment:

B. My recommendation is as follows:

If tenure is being considered:

- 1. Tenure be granted []
- 2. Tenure **not** be granted []

If promotion is being considered: (the following section is not to be completed in the case of automatic promotion accompanying tenure):

- 1. That promotion be granted []
- 2. That promotion **not** be granted []

DOS (Print Name)

Signature

Date

Part VII. For Contract Renewal

EVALUATION BY THE VICE CHANCELLOR OF STUDENT AFFAIRS (VCSA)

C. VCSA's Assessment:

D. VCSA's Action:

Contract renewed []

Contract not renewed []

VCSA (Print Name)

7.1

Signature

Date

PART VII. Only candidates for tenure and/or promotion should include pages 7.1 – 10.1

TENURE AND PROMOTION REVIEW COMMITTEE (TPRC)

In addition to the material supplied by the candidate through the DPC, the TPRC obtained and reviewed the following material, listed with due regard for confidentiality, as appropriate:

NATURE OF MATERIAL

Applicant Name

PART VII (continued). **TPRC'S ASSESSMENT AND ACTION**

A. Assessment:

7.3

PART XIII. For Tenure and Promotion

EVALUATION BY THE VICE CHANCELLOR OF STUDENT AFFAIRS (VCSA)

C. VCSA's Assessment:

D. My recommendation is as follows:

If tenure is being considered:

- 1. Tenure be granted []
- 2. Tenure **not** be granted []

If promotion is being considered: (the following section is not to be completed in the case of automatic promotion accompanying tenure):

- 1. That promotion be granted []
- 2. That promotion **not** be granted []

Vice-Chancellor (Print)

Signature

Date

PART IX. CHANCELLOR

My recommendation is as follows:

If tenure is being considered:

- 1. Tenure be granted []
- 2. Tenure **not** be granted []

If promotion is being considered: (the following section is not to be completed in the case of automatic promotion accompanying tenure):

- 1. That promotion be granted []
- 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 X. 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 10.1 of the application form) with the dossier to the TPRC.

Signed _____ Date _____
Chancellor or Designee

Applicant Name

PART XI. 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:

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

If tenure is being considered:

___ Members voted to recommend tenure

___ Members voted to recommend against tenure

___ Members abstained from voting on tenure

If promotion is being considered (the following section is not to be completed in the cases of automatic promotion accompanying tenure):

___ Members voted to recommend promotion

___ Members voted to recommend against promotion

___ Members abstained from voting on promotion

C. TPRC's Certification:

We hereby certify that the reassessment recorded on page 11.1 was made by the Committee and that the vote recorded is correct and that it was taken by secret ballot.

TPRC Chair			
Member			
Member			
Member			
Member			
Member			

PART XII. 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

If tenure is being considered:

- 1. Tenure be granted []
- 2. Tenure **not** be granted []

If promotion is being considered: (the following section is not to be completed in the case of automatic promotion accompanying tenure):

- 1. Promotion be granted []
- 2. Promotion **not** be granted []

Chancellor (Print)

Signature

Date

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

Applicant Name