



Academic Senate of Hawai'i Community College

Resolution #2019-4

A resolution calling for an update of the Hawai'i Community College (HawCC) Academic Senate 2005, 2006 and 2007 Resolutions regarding expectations of faculty in writing renewal and promotion dossiers.

Whereas, there has been some confusion regarding the content and length of contract renewal, tenure and promotion documents, and

Whereas, there has been some confusion about when documents are to be submitted, and

Whereas, there has been confusion regarding the use of a Progress Report to ensure that probationary faculty are "properly assisted in preparing a contract renewal dossier" (Progress Report for Probationary Faculty), and

Whereas, there have been discrepancies in the support probationary faculty receive in preparing for renewal and promotion dossier,

Be it resolved, that the Hawai'i Community College Academic Senate recommends that any faculty member preparing for **contract renewal**:

1. Refer to the HawCC website <https://hawaii.hawaii.edu/> and under Resources for Faculty select Contract Renewal, Tenure and Promotion to access information and resources regarding deadlines, guidelines and forms.
2. Review the current *Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i and the Community Colleges Faculty Classification Plan*.
3. Consult at least a year before the document is due with a tenured faculty mentor, or the division or department chair, and complete the revised Progress Report for Probationary Faculty together.
4. Attend a contract renewal workshop offered in the fall and spring semesters by the HawCC Faculty/Staff Development Committee, at least a year before the dossier is due.
5. Provide a clear, brief, substantive and compelling argument in the dossier for the renewal of your contract. Have the draft dossier reviewed before submission by a trusted colleague. The completion of an accompanying Appendices is highly recommended.



Be it further resolved, that the Hawai'i Community College Academic Senate recommends that any faculty member preparing for **tenure and promotion**:

1. Refer to the HawCC website <https://hawaii.hawaii.edu/> and under Resources for Faculty select Contract Renewal, Tenure and Promotion to access information and resources regarding deadlines, guidelines and forms.
2. Review the current *Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i and the Community Colleges Faculty Classification Plan*.
3. Consult at least a year before the document is due with a tenured faculty mentor, or the division or department chair, and for tenure complete the revised Progress Report for Probationary Faculty.
4. Attend a tenure and promotion workshop offered in the fall and spring semesters by the HawCC Faculty/Staff Development Committee, at least a year before the dossier is due.
5. Provide a clear, brief, substantive and compelling argument in the dossier for tenure and promotion. Have the draft dossier reviewed before submission by a trusted colleague. The completion of an accompanying Appendices is highly recommended.

Be it further resolved, that this resolution will be reviewed and modified as required by future agreements between the *University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i*.



HAWAII COMMUNITY COLLEGE
PROGRESS REPORT FOR PROBATIONARY FACULTY

This progress report is designed to help ensure that probationary faculty are properly assisted in the preparation of a contract renewal dossier and/or tenure and promotion dossier and have been made aware of any concerns which if unaddressed, could lead to their contract not being renewed.

Name _____ Date Due to DC/DH _____

✓ Mark before each statement or phrase that is true for you.

X Mark before each statement or phrase that is not true for you, or you are uncertain.

____ I have reviewed the information and resources found on the HawCC website under Resources for Faculty and in the area of Contract Renewal, Tenure and Promotion

____ I have a mentor who is a tenured professor and I have consulted with them about my dossier

____ I have attended a contract Renewal workshop offered in fall and/or spring by the HawCC Staff Development Committee

____ I have reviewed the current *Agreement between the University of Hawaii 'i Professional Assembly and the Board of Regents of the University of Hawaii 'i and the Community Colleges Faculty Classification Plan*

____ I know when my Contract Renewal document is due

____ I know how to format and paginate the dossier

____ I know what is expected in the narrative (Endeavors Section) in each of the following areas:



___ Primary duties

___ Assigned time (if any)

___ Student evaluations

___ Peer evaluations

___ Accomplishments/Resources developed

___ Professional/Self-Development activities

___ Committee/College/Community Service activities

___ Leadership

___ Response to previous year's contract renewal evaluation (if applicable)

___ Comments/Evaluations of previous year's goals (if applicable)

___ Goals/Objectives for the upcoming academic year with projected timelines for implementation

___ I know that the submission of supporting documents in a separate binder is optional but highly recommended and that I may be asked to submit one or more supporting documents by the reviewers.

Please identify any issues, concerns, or recommendations which I can reflect on for the dossier, or for my performance in general. Please delineate with an appropriate course of action:



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If more space is required please attach the document to the Progress Report.

Probationary Faculty Signature _____ Date _____

Reviewed by the Division Chair/Department Head

Print name _____ Signature _____ Date _____