MEMORANDUM

TO: Chancellors Manuel Cabral
    Helen Cox
    Douglas Dykstra
    Erika Lacro
    Leon Richards
    Clyde Sakamoto
    Noreen Yamane

FROM: Michael T. Unebasami
      Associate Vice President for Administrative Affairs

SUBJECT: TENURE AND PROMOTION TIMELINES FOR ACADEMIC YEAR 2013-2014

Transmitted for your information and appropriate action are instructions, forms, and documents relating to the Tenure and Promotion process for the 2013-2014 Academic Year. A meeting to formulate this year's TPRCs has been scheduled for Monday, November 4, 2013, at 9:00 a.m. in the Dole Street Office Conference Room; please plan on attending this meeting.

1. Tenure and Promotion (T&P) Timelines for AY 2013-2014 (Attachment 1)
   - Please invite UHPA to participate in meetings that are held with potential T&P applicants.
   - You may contact Director Sandra Uyeno if you would like her to conduct a tenure/promotion orientation on your campus.

2. Tenure and Promotion Applicants for AY 2013-2014. All tenure and promotion applicants for AY 2013-2014 should be listed on the attached form (Attachment 2). Please submit these forms no later than Friday, October 18, 2013.

(Note: Dossiers are due no later than Friday, October 4, 2013)
3. Exclusion Option Form (EOF)  (Attachment 3)
   - An EOF should be sent to each 2013-2014 tenure and promotion applicant.

   An EOF should be completed by every tenure and promotion applicant, even if they do not opt to exercise this right. The completed forms should be submitted to the Community College Human Resources Office (CCHRO) by October 18, 2013, in preparation for the November 4, 2013 meeting.

4. TPRC Nomination and Approval Form (Attachment 4) should be typed or legibly written.

5. Operating Guidelines for DCs and DPCs  (Attachment 5)

6. Operating Guidelines for TPRCs  (Attachment 6)

A Faculty Personnel Panel (FPP) list will be sent to you as soon as it is received from the UH System Office of Human Resources.

Should you have any questions, please contact Sandra Uyeno at 956-3874.

Attachments

c  Director Sandra Uyeno