Welcome to the Tenure and Promotion Applicant Workshop

August 25, 2017
Items you will get today

- Information available on the web
  Tenure & Promotion Guidelines
  Application Form
  Binders info
  Pagination Guide
  Evaluation Schedule
  Website References
Important Deadlines

Deadline to submit your Tenure and Promotion dossiers is:

Friday, October 6, 2017
No later than 4:30 to the
Office of the Chancellor
ATTN: Clara Bantolina
Binders

- Review acceptable binders
- Easy to take apart
- Labeled with Name and Type of Dossier on cover
- Appendices
  - Best to bind separate
  - Will be returned at your request
- Keep a copy of your application
Pagination Guide

- Think about your readers...
- Easy to follow...pagination
- Use the application as the shell and insert
Evaluation Schedule

- Non-Tenurial
- Construction Academy
  - Jan. 2, 2018
- Second Year Contract Renewal
  - Oct. 4, 2017
- Fourth Year Contract Renewal
  - Sept. 18, 2017
- Tenure Promotion
  - Oct. 6, 2017
Suggested Guidelines

- Areas to Focus:
  1) Statement on your teaching ability
     Self-assessment
teaching philosophy
discussions of student evaluation since last evaluation
SLO - Assessment

Why are you a fit for Honolulu Community College

Provide a wrap up of your probationary period
Suggested Guidelines

2) Describe your accomplishments while with HCC:

- *Instructional and/or course revisions*
- *Professional development activities and impact on teaching*
- *Contributions to college and community service*
- *Address responses from previous peer and admin reviews*
Suggested Guidelines

3) Upcoming goals and objectives for you future with HCC

new courses, instructional materials
professional assignments
professional development
future college, committee and community service
Suggested Guidelines

- Your own philosophy and goals regarding teaching (counseling, or appropriate area of instructional support)
- Your perceptions about the students we serve, including their needs, aspirations
- A concise self-analysis of how you have responded to these educational needs
- The possible impact and contribution you have made toward achieving your professional objectives and meeting your students’ needs
Criteria for Tenure & Promotion

- Reviews will consider:
  - Accomplishments and performance during the period since your initial hire
  - Meet criteria at that rank
Review the Primary Responsibilities

- Instruction
- Academic Support

- Faculty Classification Ranks
  - Instructor (C2)
  - Assistant Professor (C3)
  - Associate Professor (C4)
  - Professor (C5)
Typical reasons that can lead to issues

- Show you are a fit to “Honolulu Community College”
- Be proactive in dealing with issues that may affect your contract renewal
- Voluntary reviews are good times to have frank discussions on challenges that may hinder your ability
- For T/P, if there are issues on the front end talk with admin about lengthening options
TPRC

- Your campus and other campus representatives
- Exclusion options forms
- Think about how to illustrate assigned time
Other notes

- Demonstrate your growth, peer review in non-instructional positions
- Other assigned time
- Letters of support need to be included by you
- DPC voting changes
- Procedural remedies – read the CBA