Welcome to the Tenure and Promotion Applicant Workshop

August 31, 2018
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 5, 2018
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-Tenure
- Construction Academy
- 1/2/19 (W)
- Second Year Contract Renewal
  Oct. 3, 2018
- Fourth Year Contract Renewal
  Sept. 17, 2018
- Tenure Promotion
  Oct. 5, 2018
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