

UNIVERSITY OF HAWAI'I – WEST O'AHU

Tenure & Promotion Application Timetable, 2024-2025*

Deadlines	Tenure & Promotion	Tentative timeframe
July 1, 2024	Tenure/Promotion Guidelines and Applications and procedure for waiver of minimum qualifications posted. If you would like to request a google application, please submit a request to facrev@hawaii.edu (Academic Affairs) or ronayogi@hawaii.edu (Student Affairs). Faculty requesting a waiver of minimum qualifications must consult with their Division Chair (DC)/ Appropriate Unit Head (AUH) per UHPA Agreement, Article XII.C.2.b.	1 st week in July SUMMER 2024
F, Aug 23, 2024	Deadline for Request for Waiver of Minimum Qualification (must include recommendation and comments from DC or AUH). Faculty strongly recommended to inform appropriate Vice Chancellor of their intent to submit an application for Tenure and/or Promotion by this date to ensure sufficient participants for the faculty review committee(s)	1 st week of faculty duty period in August
F, Sept 27, 2024	Division/Department/Faculty Personnel Committees established; recommendations to appropriate VC's office. Academic Affairs Faculty (I, S, B) who will be submitting T &/or P submit exclusions listing to VC for Academic Affairs Office by 3 pm. For Specialists in Student Affairs, exclusions at the TPRC level may be submitted to the VC for Student Affairs Office by 3 pm; exclusions at the DPC/FPC levels are not permitted.	Week before deadline to submit application. Listing of all UH Tenured faculty will be requested and posted early September.
F, Oct 4, 2024 (By 4:30 p.m.)	Faculty submit Promotion and/or Tenure Applications and materials to the appropriate Vice Chancellor's Office, via the electronic google site or hard copy.	1 st Friday in October.
M. Oct 7, 2024	Department/Division/Faculty Personnel Committees (DPC/FPC) established and begin review of dossiers.	Allows 4 weeks to review/recommend.
F, Nov 1, 2024	DPC completes review and forwards to DC (Division Chair) or AUH (Appropriate Unit Head).	
M, Nov 4, 2024	DC/AUH begins review of dossiers.	Allows 4 weeks to review/recommend.
M, Dec 2, 2024	DC/AUH completes review and forwards to appropriate Vice Chancellor (VC); VC begins review of dossiers.	Allows 4 weeks to review/recommend
Th, Dec 19, 2024	Tenure/Promotion Review Committee (TPRC) established for all Promotion/Tenure applicants by appropriate VC.	Approx. 1.5 weeks prior to begin of TPRC
F, Dec 27, 2024	VC completes review of dossiers.	
M, Dec 30, 2024	TPRC begins review of dossiers.	Allows 4 weeks to review/recommend
M, Jan 27, 2025	TPRCs complete and submit recommendations and returns dossier materials to appropriate VC's office. Materials forwarded to Chancellor's Office; Chancellor begins review of dossiers.	
M, May 5, 2025	Chancellor submits recommendations for final submission to the Office of the Vice President for Academic Strategy.	
M, May 12, 2025	Recommendations transmitted to the President. President notifies of decisions by May 27, 2025.	
June 30, 2025	Campuses to notify faculty of decisions. Tenure and promotion recommendations and related matters must be acted upon.	
	Appropriate VC office returns supporting materials; original copy of the application stays with the VC's Office.	