



August 23, 2023

MEMORANDUM

TO: Kauai Community College Faculty

FROM: Margaret Sanchez, Interim Chancellor

SUBJECT: **2023-2024 Tenure and Promotion Timeline**

This is to inform you of the Tenure and Promotion timetable for the submittal of 2023-2024 to the Chancellor and Board of Regents.

DATES	ACTION
October 6, 2023 (Friday)	Deadline for candidates' submission of online Tenure and Promotion dossiers
October 16-31, 2023	DPC reviews applications and completes assessment/recommendations
November 1-15, 2023	DC reviews applications and completes assessment/recommendations
November 16 – December 31, 2023	Vice Chancellor/Director reviews and completes assessment/recommendations
January 3-31, 2024	TPRC reviews applications and complete assessment/recommendations
February 1 - April 2, 2024	Chancellor reviews applications and meets with TPRCs on any negative actions taken by the Chancellor and completes assessment/recommendations
April 17, 2024	Submit recommendation for promotion/tenure to CCHRO (with summary of tenure/promotion recommendations). Chancellor sends denial letters to applicants
May 1, 2024	<i>Deadline for:</i> <i>1) Faculty scheduled for tenure consideration in 2025-2026 or later to submit a request to the Chancellors to shorten their probationary period for tenure consideration to 2024- 2025.</i> <i>2) Faculty to submit a request to the Chancellors for an extension of their probationary period up to 2 years during their fourth year as provided for in Article XJJ-C-2-b of the current UHPA/UH contract.</i>

June 1-9, 2024	Chancellor notifies candidates of actions before posted in UH News in mid-June and per contract no later than June 30, 2024
August 1, 2024	Tenure/Promotion effective date

Italics represent actions required for 2024-2025 and other future tenure and promotion cycles. Some activities may commence earlier than suggested dates.

cc: Frankie Harriss
No'eau Keopuhiwa
Valerie Barko
Calvin Shirai