



August 26, 2024

**MEMORANDUM**

**TO:** Kaua'i Community College Faculty  
**FROM:** Margaret Sanchez, Chancellor  
**SUBJECT:** **2025-2026 Tenure and Promotion Timeline**

This is to inform you of the 2025-2026 Tenure and Promotion timetable for submittal to the Chancellor and Board of Regents.

| DATES                           | ACTION   |
|---------------------------------|--|
| October 3, 2025 (Friday)        | <b>Deadline for candidates' submission of online Tenure and Promotion dossiers</b>   |
| October 13-31, 2025             | DPC reviews applications and completes assessment/recommendations  |
| November 3-14, 2025             | DC reviews applications and completes assessment/recommendations   |
| November 17 – December 31, 2025 | Vice Chancellor/Dean/Director reviews and completes assessment/recommendations   |
| January 2-30, 2026              | TPRC reviews applications and complete assessment/recommendations  |
| February 2 - April 1, 2026      | Chancellor reviews applications and meets with TPRCs on any negative actions taken by the Chancellor and completes assessment/recommendations  |
| April 16, 2026                  | Chancellor submits recommendation for promotion/tenure to CCHRO (with summary of tenure/promotion recommendations). Chancellor sends denial letters to applicants  |
| May 1, 2026                     | <i>Deadline for:</i><br>1) Faculty scheduled for tenure consideration in 2027-2028 or later to submit a request to the Chancellor to shorten their probationary period for tenure consideration to 2026- 2027.<br>2) Faculty to submit a request to the Chancellor for an extension of their probationary period up to 2 years during their fourth year as provided for in Article XII-C-2-b of the current UHPA/UH agreement. |
| June 1-9, 2026                  | Chancellor notifies candidates of actions before posted in UH News in mid-June and per contract no later than June 30, 2026  |
| August 1, 2026                  | Tenure/Promotion effective date  |

*Italics represent actions required for 2026-2027 and other future tenure and promotion cycles. Some activities may commence earlier than suggested dates.*

cc: Stephen Taylor  
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