

Email to Admin re Five Year Review

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From: **Louise Pagotto** <pagotto@hawaii.edu>

Date: Sat, Feb 15, 2014 at 5:10 PM

Subject: Identifying Faculty Eligible for 5-year Review

To: Mona Lee <monal@hawaii.edu>, Charles Sasaki <sasakich@hawaii.edu>, Patricia O'Hagan <ohaganp@hawaii.edu>

Cc: Lorraine Imade <imade@hawaii.edu>, Wilma Go <wgo@hawaii.edu>, Christine Pang <cmlpang@hawaii.edu>, Louise Tsuneyoshi <louiset@hawaii.edu>

Dear colleagues,

You'll be pleased to know that UHCC HR Office is developing a database that will allow us to track who is scheduled to do contract renewals when, who is up for tenure/promotion when, who did promotion documents last, and when the next 5-year review is scheduled. Sandra Uyeno demo'ed the beta site at the AAA meeting. It will be FABulous! no more lists with handwritten notes.

Some of the data about the faculty's position will be downloaded from PeopleSoft. But the personnel action stuff will need to be entered manually. That will be our assignment.

Attached is the list of faculty who have submitted documents for tenure and/or promotion since Fall 2009. Those whose application was approved need not submit a 5-year review and their 5-year clock starts the year after the approved action. Those whose application was denied still maintain the 5-year cycle that they were on, but can use their failed promotion dossier as their 5-year review document.

So, review your faculty listing in each department. Cross out those who are still doing contract renewals. Cross out those who were successful in the tenure and/or promotion applications since Fall 2009. The remaining faculty are those that are eligible for 5-year review. Voilà!

We'll need to send notices out to those folks by May 1. There will be no staggering of submission. I checked with Sandra. She said that because the policy has been in place all this time, there's not "grace" period and no provision for staggering the backlog. :(This is another policy that we need to providence evidence of implementing in October 2014.