



UNIVERSITY
of HAWAII
SYSTEM

Joanne K. Itano
Interim Executive Vice President for Academic Affairs

January 30, 2015

J.N. Musto, Ph.D
Executive Director
University of Hawaii Professional Assembly
1017 Palm Drive
Honolulu, Hawaii 96814-1928

**RE: Article XII, Tenure and Service, Section G. Tenure Evaluation
Procedures, Subsection 1. Preparation of Tenure Applications**

Dear Dr. Musto:

Pursuant to Article I, Recognition of the 2009-2015 Unit 7 Agreement, the University of Hawaii (UH) is notifying the University of Hawaii Professional Assembly (UHPA) that it will be considering a change to its current practice regarding when tenure and promotion application forms will be made available to eligible faculty members for the upcoming 2016-2017 academic year.

Under the UH's current practice and guidelines, tenure and promotion application forms are provided to all eligible faculty members in the beginning of the academic year, but no less than 6 weeks prior to the deadline, in accordance with Article XII, G.1., the deadline for applications shall be no less than six (6) weeks prior which sets the application due date around the first Friday in the month of October. Our experience is that after the application is submitted, the time allotted for the review of the application is very compressed for both the UH administration and the faculty member - especially in cases of a negative evaluation. The compression is due to a number of factors but primarily driven by the review process and established timelines.

In order to build more time into the review process, the UH is considering providing all eligible faculty members with tenure and promotion application forms in the month of May prior to the end of the faculty duty period. This will allow the UH to set the deadline for applications on the first Friday in the month of September. The change would provide an additional four (4) weeks to be built into the review process. We believe that the additional four (4) weeks will alleviate some of the compression issues within the current timetable.

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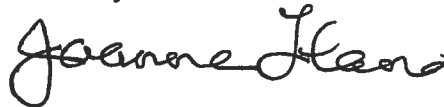
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We would appreciate your comments, suggestions, and thoughts regarding this change. We will begin planning for this upcoming change by notifying the campuses that they will need to adjust their timetables accordingly for AY 2016-2017 during the AY 2015-2016.

I have designated Dwight Takeno, the University's Director of Collective Bargaining and Employee Relations, to be the UH's point of contact over this matter as I will be returning to the Associate Vice President for Academic Affairs position on February 1, 2015. Mr. Takeno can be reached at 956-8470 or via email at takeno@hawaii.edu.

Thank you for your time and attention and mahalo to you and the UHPA staff for the opportunity to have worked with you over the past year.

Sincerely,

A handwritten signature in black ink that reads "Joanne Itano". The signature is written in a cursive, flowing style.

Joanne Itano
Interim Executive Vice President
for Academic Affairs

c: David K. Lassner, U.H. President
Chancellors
HR/ER Roundtable
Dwight Takeno, Director of Collective Bargaining & Employee Relations