

UH COMMUNITY COLLEGES GUIDELINES FOR CONTRACT RENEWAL

The contract renewal document should include the following information.

1. A statement on your teaching ability that includes:
 - a. a self-assessment of your teaching ability with respect to courses you have taught, including a discussion of your effectiveness, students responses to your approach and a self-analysis of the degree of attainment of student learning outcomes in the classes taught. It is understood that you are not solely responsible for the attainment of student learning outcomes by all students;
 - b. a summary, analysis, and brief discussion of student evaluations since your last evaluation, or your initial appointment if this is your first evaluation; and
 - c. a summary and brief discussion of your peer evaluations. There should be two (2) peer evaluations for each of the semesters being covered in the evaluation period.

2. A section outlining your accomplishments and activities since your last evaluation, or your initial appointment if this is your first evaluation. This section should include:
 - a. a brief discussion of significant instructional materials or course revisions you have developed;
 - b. a brief discussion of the professional development activities undertaken during this evaluation period that have most impacted or will potentially impact your thinking or your teaching. A list of other professional development activities may be included;
 - c. a brief discussion of any contributions you have made while participating in committee/college/community service as appropriate. A list of other college/committee/community service maybe included;
 - d. responses to reviewer (DPC, DC, Dean, Chancellor) comments and suggestions from the previous year's contract renewal evaluation; if this is your first self-assessment, you need not include this section; and
 - e. a progress report or evaluation of goals/objectives you set in your previous evaluation; if this is your first self-assessment, you need not include this section.

3. A statement of your goals/objectives for the coming contract period. Your statement should clearly communicate why you are undertaking the task and/or what you hope to accomplish. To help yourself keep focused on the goals, it is recommended that you include benchmark dates or completion dates. Some goals/objectives may take more than one year to accomplish, so be sure to specify what part of your goals/objectives are planned for completion. Be realistic. Among the goals/objectives you may want to include, but not limited to, are the following:
 - a. new courses you would like to teach or other professional assignments you would like to undertake as part of your primary duties;
 - b. professional development activities;
 - c. specific modifications you would like to make in your courses or teaching techniques, or other major function of your job that will make you more effective than you currently are;

- d. new instructional materials, course revisions, or other projects you plan to develop, or other professional goals you set relative to your primary assignment; and
 - e. committee, college and community service you plan to engage in.
4. Supporting documentation need not be included, but you should have such documentation available upon request.
 5. Generally, if you are at the beginning of your service in a tenure track or non-tenure track position, you should focus the discussion of your activities and achievements to reflect the criteria of the rank at which you were hired or at which your contract will be renewed. These criteria are listed in the *Community Colleges Faculty Classification Plan*. As you approach the year in which you will be eligible for tenure and/or promotion, you may wish to consider setting goals and objectives that reflect the expectations of the next rank and to engage in activities that reflect accomplishments at that level.

**UNIVERSITY OF HAWAI'I COMMUNITY COLLEGES
CONTRACT RENEWAL FORM FOR PROBATIONARY FACULTY AT ALL RANKS**

This instruction is applicable to all "C" personnel classified as Instructor; Assistant Professor, Community Colleges; Associate Professor, Community Colleges; and Professor, Community Colleges who are in their probationary period. (This form need not be completed for the year in which the person comes up for tenure consideration.)

PART I. Service Data (To be completed by the Division Chairperson/Unit Head)

Name of Faculty Member (L, F, MI) Present Rank Department/Program

Date of Initial Appointment Rank Department/Program

A. Service Record

For a definition of probationary period and a description of probationary service, please refer to the UH/UHPA Agreement, Article XII, Sections A, B, and C.

1. Service and Leave Periods from Date of Initial Appointment

FROM MO/YEAR	TO MO/YEAR	PERCENT TIME	SOURCE OF SALARY FUNDS

(Attach additional pages if necessary)

2. Years of full-time probationary service completed by July 31, _____
(including current year)

_____ Years

CC Contract Renewal Form for Probationary Faculty

3. Anticipated probationary service completion date, ____/____/____.

Anticipated Locus of Tenure (See Agreement, Article XII, Sec. K.1)

Signature: _____ Date: _____
Faculty Member

Signature: _____ Date: _____
Division Chairperson/Unit Head

Print Name: _____

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PART II. Evaluation for Contract Renewal/Non-Renewal

Article XII, Section E. states "Recommendations for renewal shall require that the Faculty Member's performance has been assessed for strengths and weaknesses and has been rated as satisfactory, that there is a continuing need for the Faculty Member's services at the University, and that the Faculty Member has made the professional improvement or has demonstrated the professional and personal qualities needed by the department, or similar considerations. A positive assessment does not necessarily assure renewal of appointment."

- A. The applicant submits summary of accomplishments or performance of assigned duties and responsibilities (see CC Guidelines for Contract Renewal). (Attach additional pages 2.2 to 2.____.)

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B. Divisional Personnel Committee (DPC) Review and Recommendation

1. The DPC met on ____/____/____ to consider contract renewal.
2. The DPC is aware of the recommendation requirements for contract renewal as stated in Article XII, Section E.
3. The DPC's assessment of the faculty member's strengths and weaknesses is attached (pages 3.2 to 3.____).
4. The recommendation of the DPC is that _____'s
Name of Faculty Member
contract should be/should not be (*strike as appropriate*) renewed.

Signature: _____ Date: _____
Chairperson, DPC

Print Name: _____

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C. Division Chairperson/Unit Head

1. I have considered the requirements for a recommendation for renewal as stated in Article XII, Section E.
2. I have reviewed the materials submitted by this applicant and the Divisional Personnel Committee's (DPC) assessment of strengths and weaknesses and recommendation.
3. My assessment of the faculty member's strengths and weaknesses is attached (pages 4.2 to 4.____).
4. My recommendation is that _____'s
Name of Faculty Member
appointment should be/should not be (*strike as appropriate*) renewed.

Signature: _____ Date: _____
Division Chairperson/Unit Head

Print Name: _____

D. Faculty Member's Acknowledgment

I acknowledge having been shown the assessments of strengths and weaknesses and the recommendations by the Divisional Personnel Committee (DPC) and the Division Chairperson/Unit Head on ____/____/____.

Signature: _____ Date: _____
Faculty Member

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E. Dean/Director's Review and Recommendation

I have considered the requirements for a recommendation for renewal of contract as stated in Article XII, Section E. My recommendation is that _____'s
Name of Faculty Member
appointment should be/should not be (*strike as appropriate*) renewed.

Signature: _____ Date: _____
Dean/Director

Print Name: _____

CC Contract Renewal Form for Probationary Faculty

Part III. Chancellor's Decision

I have considered the requirements for a renewal of contract as stated in Article XII, Section E. My decision is that _____'s appointment
Name of Faculty Member
should be/should not be (*strike as appropriate*) renewed.

Signature: _____ Date: _____
Chancellor

Print Name: _____