MEMORANDUM

TO: Kaua‘i Community College Faculty

FROM: Helen A. Cox, Chancellor

SUBJECT: Contract Renewal - Probationary

This is to inform you of the contract renewal (probationary) timetable for the submittal of 2017-2018 recommendations to the Chancellor.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday, October 6, 2017</td>
<td>Contract Renewal deadline. <em>Turn in to Chancellor’s Office</em></td>
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<tr>
<td>Tuesday, October 31, 2017</td>
<td>DPC completes division assessment/recommendations and forwards dossiers to DC</td>
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<tr>
<td>Friday, November 17, 2017</td>
<td>DC completes assessment/recommendations and forwards dossiers to Vice Chancellors/Directors</td>
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<td>Friday, December 15, 2017</td>
<td>Vice Chancellors/Directors complete assessments and forwards dossiers to Chancellor</td>
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<td>Friday, January 12, 2018</td>
<td>Chancellor completes assessment of dossiers</td>
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<td>Monday, January 15, 2018</td>
<td>Deadline for written notification of intent to terminate an appointment at the end of the initial 2-year contract</td>
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<tr>
<td>Friday, May 4, 2018</td>
<td>Faculty scheduled for tenure consideration in 2019-2020 or later to submit a request to Chancellor to shorten their probationary period for tenure consideration to 2018-2019.</td>
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<td>Faculty to submit a request to the Chancellor for an extension of their probationary period up to 2 years during their fourth year.</td>
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c: Jim Dire
Margaret Sanchez
Valerie Barko
Calvin Shirai
MEMORANDUM

TO: Contract Renewal/Tenure/Promotion Applicants

FROM: Helen A. Cox
Chancellor

SUBJECT: Acceptable Binders for Contract Renewal Applications & Tenure/Promotion Dossiers

Acceptable Covers:

- 3-ring binders
  - Application – binder no bigger than 2”
  - Appendix(ces) – binder no bigger than 4”
  - No plastic sheet covers
  - No loose inserts for tab dividers (please make sure they are secured and will not fall out)
  - Both Application & Appendices must be labeled on the spine and front cover with NAME, TYPE OF DOSSIER, AND IF MORE THAN 1 VOLUME

Unacceptable Covers:

- Manila Folders

Appendices:

- Bind appendix(ces) separately. The appendix(ces) will be returned to the applicant. Applications will not be returned. If the application and appendix(ces) are submitted together in the same binder, the applicant will not get anything returned.

*NOTE: Applications must be able to be taken apart easily to add the DPC, DC, and TPRC assessment/evaluation. It is HIGHLY SUGGESTED that only 2 binders are submitted as they must fit in the file cabinet.