



July 25, 2017

MEMORANDUM

TO: Kaua'i Community College Faculty
 FROM: Helen A. Cox, Chancellor *Helen A. Cox*
 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.

Friday, October 6, 2017	Contract Renewal deadline. <i>Turn in to Chancellor's Office</i>
Tuesday, October 31, 2017	DPC completes division assessment/recommendations and <i>forwards dossiers to DC</i>
Friday, November 17, 2017	DC completes assessment/recommendations and <i>forwards dossiers to Vice Chancellors/Directors</i>
Friday, December 15, 2017	Vice Chancellors/Directors complete assessments and <i>forwards dossiers to Chancellor</i>
Friday, January 12, 2018	Chancellor completes assessment of dossiers
Monday, January 15, 2018	Deadline for written notification of intent to terminate an appointment at the end of the initial 2-year contract
Friday, May 4, 2018	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. Faculty to submit a request to the Chancellor for an extension of their probationary period up to 2 years during their fourth year.

c: Jim Dire
 Margaret Sanchez
 Valerie Barko
 Calvin Shirai



UNIVERSITY of HAWAII®
KAUA'I
COMMUNITY COLLEGE

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MEMORANDUM

TO: Contract Renewal/Tenure/Promotion Applicants

FROM: Helen A. Cox *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.**

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