



UNIVERSITY of HAWAII*
KAUAI
 COMMUNITY COLLEGE

July 25, 2017

MEMORANDUM

TO: Kaua'i Community College Faculty

FROM: Helen A. Cox, Chancellor *Helen A. Cox*

SUBJECT: **Contract Renewal (Non-Probationary & Acting Instructor)**

This is to inform you of the contract renewal (Non-Probationary & Acting Instructor) timetable for the submittal of 2017-2018 recommendations to the Chancellor.

Friday, February 2, 2018	Contract Renewal deadline. <i>Turn in to Chancellor's Office</i>
Friday, February 23, 2018	DPC completes division assessment/recommendations and <i>forwards dossiers to DC</i>
Friday, March 16, 2018	DC completes assessment/recommendations and <i>forwards dossiers to Vice Chancellors/Directors</i>
Friday, April 13, 2018	Vice Chancellors/Directors complete assessments and <i>forwards dossiers to Chancellor</i>
Friday, April 27, 2018	Chancellor completes assessment of dossiers and notifies faculty of renewal decision

c: Jim Dire
 Margaret Sanchez
 Valerie Barko
 Calvin Shirai



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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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