### UNIVERSITY OF HAWAI‘I – WEST O‘AHU
Contract Renewal Application Timetable, 2019-2020

<table>
<thead>
<tr>
<th>Deadlines</th>
<th>Contract Renewal</th>
<th>Tentative timeframe</th>
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<tbody>
<tr>
<td>F Oct 11, 2019</td>
<td>Deadline for all Contract Renewals to be submitted to the appropriate Vice Chancellor’s (VC) office or appropriate Unit Head (AUH); Department/Division Personnel Committees (DPC) or Faculty Personnel Committee (FPC) established and begins review of dossiers.</td>
<td>4 weeks for FPC/DPC to review/recommend.</td>
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<tr>
<td>F, Nov 8, 2019</td>
<td>Deadline for Contract Renewals to be submitted to Division/Department Chair (DC) or appropriate Unit Head (AUH); DC/AUH begins review of dossiers.</td>
<td>4 weeks for DC/AUH to review/recommend.</td>
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<td>M, Dec 16, 2019</td>
<td>DC/AUH completes review and forwards to appropriate Vice Chancellor (VC). Per UHPA Agreement, Article XII, E., 2., the DC/AUH will share assessments and recommendations with the faculty member before forwarding to the VC. VC begins review of dossiers. Written notification of intent to terminate at the end of the initial contract must be given by the to a probationary Faculty Member by, January 30. After 2 or more full-time probationary years, at least 12 calendar months’ notice of termination will be given. (UHPA agreement, Article XII, E., 2.)</td>
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As of 05/31/19