Checklist

A: Probationary Appointment
B: Non-Probationary Appointment

Directions for Applicant Submitting Contract Renewal Application: Before submitting your contract renewal application to the Department Chair, carefully check the following list to ensure that your application is complete. Please also read the detailed instructions in the attached guidelines.

Directions for Applicant Using this Document for Both Contract Renewal Application and Promotion Dossier: In addition to using these guidelines to complete your document, also read and follow the guidelines for Tenure/Promotion, which are available on Quill. Your document should discuss your service from the time of full-time hire until the date the document is submitted. Please clearly indicate the date for each activity you discuss, given that some of your readers will be required to consider your most recent year of service separately from the rest of your activities.

Directions for DPCs/CPCs, DCs, and Deans Considering this Document as Both Contract Renewal and Promotion Dossier: Please write two separate recommendations (or summaries of strengths and weaknesses): one based on your assessment of the candidate’s application for contract renewal (considering the most recent year of service only) and one based on your assessment of the candidate’s application for promotion. If you choose to recommend the candidate for promotion but NOT for contract renewal, please explain this discrepancy directly in your review of the applicant’s application for contract renewal. Choosing to recommend the candidate for contract renewal but NOT for promotion requires no additional discussion.

Directions for Department Chairs: Before signing the Contract Renewal Application Form, please ensure that all of the following are included.

Narrative: Have you read the attached detailed suggested guidelines, and have you created a narrative that adequately represents your work at Kapi‘olani Community College in all of the following areas?
1. Primary duties, including a professional philosophy and reassigned-time duties and activities, if any
2. Professional/self-development activities
3. College/community service activities
4. Goals/objectives for the coming contract period (please move to appendix if this document is also serving as a promotion dossier)
5. Leadership abilities (optional, but required if this document is also serving as a promotion dossier)

Required Appendixes: Have you included all of the following as appendixes to your narrative?
1. Forms for Contract Renewal (please include forms for Contract Renewal AND for Tenure/Promotion if this document is also serving as a promotion dossier)
2. Responses to reviewer (DPC/CPC, DC, Dean, Chancellor) comments and suggestions from previous contract renewal evaluation AND a copy of each of those reviews
3. Progress report or evaluation of goals/objectives you set in your previous evaluation AND a copy of those goals/objectives
4. Student evaluation summary reports, or equivalent client/customer evaluations for non-instructional faculty
5. Peer evaluations

Additional Appendixes (optional): Have you included other supporting materials, pertinent to your narrative, if you wish to do so?
Instructions for Faculty with Renewable Appointments

**What is a renewable appointment?**
1. A probationary faculty member on a tenure-leading appointment, or
2. A faculty member on non-tenure-leading general-fund appointment with a renewable annual contract
3. An Acting Instructor on a renewable contract.

**What is a non-renewable appointment?** A faculty member with a fixed period, non-renewable appointment, e.g.: replacing someone on leave or in an extra-mural grant appointment. Faculty in non-renewable appointments will be asked to complete an evaluation dossier at the end of their appointment period, typically at the end of the Spring semester. Faculty with non-renewable appointments should follow the procedures and guidelines in Guidelines for Evaluation for Faculty with Non-Renewable Appointments.

**Related Policies:** Contract renewal is governed by Articles XII, XIII and XIV of the 2009 - 2015 Collective Bargaining Agreement (related Article numbers may change in subsequent Bargaining Agreements).

**Procedure for Probationary Faculty:** The normal probationary period for faculty in tenure-leading appointments is five years. The initial appointment period for probationary faculty is two years. The initial contract renewal evaluation will be submitted in the Fall semester of the second year of this two year contract. If renewed, the faculty member will be granted a two-year contract and will be evaluated at least once during this two-year cycle. Faculty renewed after the second two-year contract normally will make application for tenure in the Fall of the fifth year. Faculty whose probationary period is shortened or lengthened may have a different evaluation cycle but will be evaluated at least once during each contract period.

**Procedure for Non-probationary Faculty:** The initial evaluation of non-probationary faculty members will be in the Fall of their second year. However, the college does reserve the right to request a contract renewal evaluation in the Spring semester of the first year of the non-tenurial appointment. After the second year, contract renewal evaluations will be required each Fall until the faculty member is promoted to a higher rank. Should a non-probationary faculty member be promoted, contract renewal evaluations will be required only every five years thereafter, unless a more frequent evaluation is requested by the College.

**Faculty Responsibility in Writing and Assembling the Contract Renewal Application:** Whether the appointment is probationary or non-probationary, the faculty member’s responsibility in this evaluation process is to collect the necessary evaluation information and submit the materials as outlined below to their Department Chair by the submittal deadline. Failure to submit the required contract renewal information in a timely manner will result in the denial of contract renewal.

**Contract Renewals Form:** The contract renewal form will be distributed to your Department Chair, who will discuss the form and requirements for contract renewal with you. Please contact your Department Chair if you have not received your contract renewal form.
Tenure/Promotion Forms: The tenure/promotion forms must be downloaded from Quill or picked up from the Chancellor's office.

Contract Renewal Outline and Page Limits: The attached guidelines are suggested. There is no maximum or minimum number of pages for the document, but if the document is serving solely as a contract renewal application it is suggested that the document narrative not exceed 10 pages per academic year discussed.

Promotion Dossier Outline and Page Limits: Guidelines for promotion must be downloaded from Quill or picked up from the Chancellor's office. There is no maximum or minimum number of required pages for the document.
Guidelines

**Purpose:** The purpose of this document is threefold. It is the principal document upon which your colleagues (on the DPC or CPC), Department Chair, and Dean will base their decision about whether or not to recommend your contract’s renewal to the Chancellor, and it is the principal document upon which the Chancellor will base his/her decision about whether or not to renew your contract. In addition, writing and assembling this document should help you gather information, and allow space for meaningful self-reflection, that will be useful for the writing of your first Tenure/Promotion Dossier. Finally, the writing of the Contract Renewal Application requires significant self-assessment and careful consideration of the results of your efforts, which are essential factors in professional self-improvement and an opportunity for recognition and celebration.

**Guidelines:** The general outline provided below has been specifically designed to be non-prescriptive in nature; to encourage independent judgment; to allow for creativity on the part of each applicant; and to demonstrate professional accomplishments, viewpoints, attitudes and outlook as a community college educator. Each faculty member is responsible for clearly showing how he/she fully meets the expectations of the rank and criteria at which s/he is currently serving—normally C2—(or the expectations of the rank and criteria at which promotion is requested, if this document is also serving as a promotion—normally to C3—dossier). Please see expectations of rank and criteria, attached, for more information. The faculty member must include a clear rationale for his/her selection of activities and a substantive interpretation of the results.

**Outline of Basic Requirements:**

A) **Narrative.** The information to be provided in the narrative would normally include descriptions and outcomes of:

1) **Primary duties, including teaching equivalency duties and activities, if any.** This includes, but is not necessarily limited to:
   a) a philosophy or approach to your primary duties (teaching, counseling, advising, etc.) linked clearly to the school’s strategic plan and/or to your department’s tactical plan;
   b) a thorough assessment of your students’/constituents’ needs;
   c) a discussion of your strategies for promoting students’/constituents’ success;
   d) a self assessment of your teaching/counseling/advising/other ability with respect to courses you have taught and/or other primary duties, including a description of your effectiveness, student learning, student/constituent responses to your approach, etc.;
   e) a discussion of how you use the assessment cycle to guide your practice;
   f) a summary and brief discussion of student/constituent evaluations since your
last evaluation or since your initial appointment if this is your first evaluation or if this document is serving as a promotion dossier;
g) a summary and brief discussion of your peer evaluations; and
h) a brief discussion of significant instructional/counseling/advising/other materials or revisions you have developed.

2) **Professional/self-development activities.** This includes, but is not necessarily limited to:
a) a discussion of the professional development activities undertaken during this evaluation period that have most impacted or will potentially impact your thinking or your teaching/counseling/advising/other, especially as they relate to student success.
b) Less in-depth discussions of other professional development activities may also be included.
c) Non-traditional activities may also be included, such as heath and wellness, international travel or online networking; discuss how these activities have enhanced personal or professional development.

3) **College/community service activities.** This includes, but is not necessarily limited to:
a) a discussion of any contributions you have made while participating in committee/college/community service (community service should be appropriate to your profession and/or discipline).
b) Less in-depth discussions of other community service may also be included.
c) A discussion of other civic engagement activities, including your participation in sustainability initiatives or independent sustainability efforts that directly benefit the campus, system, and/or community, may also be included.

4) **Goals/objectives for the coming contract period** (please move to appendix if this document is also serving as a promotion dossier). Your statement should clearly communicate why you are undertaking the task and/or what you hope to accomplish, especially as it relates to student success. To help yourself keep focused on the goals, it is recommended that you include benchmark dates or completion dates. Some goals/objectives may take a significant amount of time to accomplish, so be sure to specify what part of your goals/objectives are planned for completion in the coming contract period. Be realistic. Among the goals/objectives you may want to include, but are 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 endeavors;
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/counseling/advising/other materials, 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.

5) **Leadership abilities** (optional, but required if this document is also serving as a promotion dossier). This includes, but is not limited to a discussion of the following, which are intended as examples of possible leadership activities (the list below is not intended to be exhaustive nor is intended as a list of required activities):

a) a philosophy or approach to your leadership activities;

b) expertise in current discipline content and methodologies;

c) understanding of the relationship of the discipline to the students’ total instructional program;

d) the development of student-needs-assessment strategies at the course, discipline, program, or institutional level;

e) contributions to development activities at the discipline and campus levels;

f) leadership in discipline, department, or college activities;

g) leadership in campus committees or task groups;

h) leading professional development activities or contributing as a presenter or panelist to professional development activities;

i) leading the way—being the first or among the first on the campus to implement a specific innovation, project, program, etc.;

j) sharing your work in formal or semi-formal settings on campus;

k) informal leadership—initiating positive change on campus; and

l) mentoring or serving as a resource to other faculty members.

Note: Other appropriate endeavors, if any, may be included in the dossier. Append and paginate pages as required. Candidates applying for promotion as well as contract renewal with this document should carefully consider the Tenure/Promotion Guidelines when deciding what (if any) other appropriate endeavors to include in this document.

B) **Supporting Materials** *(Required)*. The following supporting materials are to be organized in separate appendixes.

1) **Forms for Contract Renewal** (or forms for both Contract Renewal and for Tenure/Promotion, if this document is also serving as a promotion dossier)

2) **Responses to reviewer (DPC, DC, Dean, Chancellor) comments and suggestions from previous year’s contract renewal evaluation** AND a copy
of each of those reviews. List the all reviewer comments/suggestions/recommendations made in response to the previous contract renewal (if any). Respond to each comment/suggestion/recommendation, either stating that you have met the recommendation as evidenced in your narrative or discussing why responding to the comment/suggestion/recommendation was not possible or necessary.

3) **Progress report or evaluation of goals/objectives you set in your previous evaluation AND a copy of those goals/objectives.** List the goals and objectives you set for yourself in your previous contract renewal application (if any). Respond to each goal and objective, either stating that you have met the goal as evidenced in your narrative or discussing why meeting your goal was not possible or necessary.

4) **Student evaluation summary reports or equivalent client/customer evaluation summary reports for non-instructional faculty.** If your assignment includes teaching, you must submit a copy of the eCAFE (or other) results for each class you have taught since the last contract renewal evaluation or since your initial hire. If your assignment includes academic support, summaries of the results from whatever assessment instruments are used must be submitted.

5) **Peer evaluations.** Instructional faculty should include two teaching peer evaluations and one non-teaching peer evaluation for each year since the last contract renewal evaluation or since their initial hire. Academic Support Faculty should include peer evaluations done in the Units to which they are assigned. For counselors and advisors, this includes one peer evaluation of primary duties and one peer evaluation of non-primary duties per year since the last contract renewal evaluation or since initial hire.

6) For candidates applying for both contract renewal and promotion: 
**Goals/objectives for the coming contract period** (see A.4. above) should be presented here rather than in the narrative.

C) **Additional Supporting Materials (Optional).** Additional supporting materials, if submitted, are to be organized in separate appendices. The information must be pertinent to the narrative portions of the application. Other supporting materials, if requested by any reviewing bodies, shall also be organized for easy reference. Candidates applying for promotion as well as contract renewal with this document should carefully consider the Tenure/Promotion Guidelines when deciding what (if any) additional supporting materials to include in this document.

**Submitting the Document:**

**Contract Renewal Only:** Please submit your completed document to the Department Chair on the date indicated in the attached timeline. After it has been reviewed by the DPC (or CPC) and
the Department Chair, the Department Chair will meet with you to discuss the DC and DPC (or CPC) reviews prior to submitting the document to the Dean. You may also request a meeting with the DPC (or CPC) chair to discuss the DPC (or CPC) review. Your Department Chair should furnish you with copies of your DC and DPC (or CPC) reviews.

**Contract Renewal PLUS Promotion:** Please submit your completed document to the Chancellor's office on the date indicated in the attached timeline. Your due date will most likely be PRIOR to the stated due date for regular Tenure/Promotion Dossiers. After it has been reviewed by the DPC (or CPC) and the Department Chair, the Department Chair will meet with you to discuss the DC and DPC (or CPC) reviews regarding contract renewal prior to submitting the document to the Dean. You may also request a meeting with the DPC (or CPC) chair to discuss the DPC (or CPC) review of your document as a contract renewal application. Your Department Chair should furnish you with copies of your DC and DPC (or CPC) reviews of your document as a contract renewal application. You will not see or discuss the reviews regarding promotion at this time.

**Review Timeline:**

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<tr>
<th>due date</th>
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<tr>
<td>October 1*</td>
<td>Faculty member submits document to DC (if document is serving as contract renewal application only) or Chancellor’s office (if document is serving as both contract renewal application and promotion dossier)</td>
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<tr>
<td>November 1*</td>
<td>DPC/CPC submits application, assessment, and recommendation (if one is made) to DC</td>
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<tr>
<td>December 1*</td>
<td>DC submits application, assessment, and recommendation to Dean</td>
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<tr>
<td>January 1*</td>
<td>Dean forwards application, assessment, and recommendation to Chancellor. If document is serving as promotion dossier as well as contract renewal application, Chancellor arranges for TPRC</td>
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<td>January 15</td>
<td>If contact is not renewed, candidate is notified on or before this date</td>
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<tr>
<td>February 1*</td>
<td>Contract renewal is ready for pick-up by candidate (if document is serving as contract renewal application only)</td>
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<tr>
<td>July 31</td>
<td>In the case of non-renewal, contract ends</td>
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* If dates stated above fall on a holiday or weekend, action is due on the succeeding workday.

**Additional Information: Faculty Classification Ranks:** These rank performance expectations are taken from the Tenure/Promotion dossier guidelines. Your Contract Renewal Application must demonstrate that you are meeting the following expectations at the appropriate rank.

**Instructor (C2)** (normally for contract renewal only): Faculty at Rank 2 perform competently with increasing professional maturity in the area of primary responsibilities. They instruct students and/or provide academic support to students. They work under the guidance of colleagues to develop an understanding of student needs in their discipline or area of primary responsibility. They begin to provide college and community
service. They are expected to participate in professional and self-development activities.

**Assistant Professor, Community Colleges (C3)** (normally for contract renewal plus promotion to rank C3): Faculty members at Rank 3 effectively maintain a professional level of performance and productivity in the area of primary responsibilities. They maintain their expertise in current discipline content and methodologies, and in the understanding of student educational needs. They develop an understanding of the relationship of their discipline to the students' total instructional program and they contribute to the development activities at the discipline and campus level. They work independently and with colleagues to develop, revise and select curriculum materials, instructional techniques, and student-needs-assessment strategies at the course or discipline level. They also provide service to the college and community outside of the area of primary responsibilities and leadership in discipline, department, or college activities. They sustain involvement in professional and self-development activities. At this rank, faculty members begin to serve as Division Personnel Committee members, provide leadership in campus committees or task groups and serve as mentors or resources to other faculty.

A minimum of five years of service as Instructor (C2) is required for promotion to Assistant Professor, Community Colleges. Therefore, application for promotion to Assistant Professor, Community Colleges, may be made after completing four years of service as Instructor. Waiver of time-in-rank requirements may be approved in accordance with the *Community College Tenure and Promotion Guidelines*. (July 17, 1992)