Items you will get today

- In your packet
  - Contract Renewal Guidelines
  - Application Form (pre-filled)
  - Binders info
  - Pagination Guide
  - Evaluation Schedule
  - Website References
Important Deadlines

Deadline to submit your contract renewal is on the designated day (listed on the faculty evaluation schedule) by:

Second Year Renewal: Oct. 4, 2017
Fourth Year Renewal: Sept. 18, 2017
4:30 to your department secretary
Binders

- Review acceptable binders
- Easy to take apart
- Labeled with *Name* and *Type of Dossier* on cover
- Appendices
  - Best to bind separate
  - Will be returned at your request
- Keep a copy of your application
Pagination Guide

- Think about your readers...
- Easy to follow...pagination
- Use the application as the shell and insert
Suggested Guidelines

Areas to Focus:
1) Statement on your teaching ability
   Self-assessment
   teaching philosophy
   discussions of student evaluation since last evaluation
Suggested Guidelines

2) Describe your accomplishments since last evaluations
   - Instructional and/or course revisions
   - Professional development activities and impact on teaching
   - Contributions to college and community service
   - Address responses from DPC, DC, Dean and Chancellor from last evaluations
Suggested Guidelines

3) Upcoming goals and objectives for next contract period

- new courses, instructional materials
- professional assignments
- professional development
- future college, committee and community service
Review the Primary Responsibilities

- Instruction
- Academic Support

Faculty Classification Ranks
- Instructor (C2)
- Assistant Professor (C3)
- Associate Professor (C4)
- Professor (C5)
Typical reasons contracts are not renewed

- Show you are a fit to “Honolulu Community College”
- Be proactive in dealing with issues that may affect your contract renewal.
- Voluntary reviews are good times to have frank discussions on challenges that may hinder your ability.
- Always have a third party review
- Comments are appropriate
- If you footnote in anyway, use appropriate documentation
- Think about your readers and will they understand the content of what you are providing.