Items you will get today

- Materials for you to review (also given to applicants)
- Contract Renewal Guidelines
- Binders info
- Pagination Guide
- Evaluation Schedule
- Website References
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
Evaluation Schedule

- Non-Tenurial
- Construction Academy
  Jan. 2, 2018

- Second Year Contract Renewal
  Oct. 4, 2017

- Fourth Year Contract Renewal
  Sept. 18, 2017

- Tenure Promotion
  Oct. 6, 2017
Suggested Guidelines

Areas to Focus:

1) Statement on your teaching ability
   Self-assessment
   teaching philosophy
   discussions of student evaluation since last evaluation
   *Student Learning Outcomes Assessment
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 if candidates don’t:

- 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.
Remember…

- The process is confidential
- NEW – only faculty members of equal or higher rank to which the applicant has applied can vote on applications for promotions
- SLO assessment is now required