

HONOLULU COMMUNITY COLLEGE
FACULTY EVALUATION SCHEDULE - 2011-12

The faculty contract grants two-year appointments to faculty members initially hired into tenure track positions. This eliminates annual contract renewals and replaces them with contract renewal every two years. (Reference: <http://www.uhpa.org/media/12-2004EvaluationsFacultyTenure.pdf>)

	New Mid-Year & 1st Year Optional Voluntary Administrative Review ¹	Second Year Contract Renewal ¹	Third Year Optional Voluntary Administrative Review ¹	Fourth Year Contract Renewal	Non-Tenured Incl. Acting Instructors Contract Renewal ^{1,3} (excl. Constr. Acad.)	Tenure Promotion	Construction Academy Faculty (Temp & Acting)
1. Workshop for Faculty	8/23/11 (T) 3:00 PM, rm 2-214	8/23/11 (T) 3:00 PM, rm 2-214	8/23/11 (T) 3:00 PM, rm 2-214	8/23/11 (T) 3:00 PM, rm 2-214	8/23/11 (T) 3:00 PM, rm 2-214	9/1/11 (R) 2:30 PM, rm 2-214	July 2011
2. Workshop for DPC/Div Chair	N/A	8/24/11 (W) 3:00 PM, rm 2-214	N/A	8/24/11 (W) 3:00 PM, rm 2-214	8/24/11 (W) 3:00 PM, rm 2-214	8/24/11 (W) 3:00 PM, rm 2-214	N/A
3. Candidate submits Application/Review Information	1/4/12 (W)	10/5/11(W)	1/4/12 (W)	9/19/11 (M)	1/4/12 (W)	10/7/11 (F) *	1/4/12 (W)
4. DPC Reviews, est.	N/A	10/06 (Th) - 10/19/11 (W)	N/A	9/20 (T) - 10/05/11 (W)	1/2 (M) - 1/18/12 (W)	10/10 (M) - 10/28/11 (F)	N/A
5. Div Chair Reviews, est.	N/A	10/20(Th) - 11/09/11 (W)	N/A	10/06 (Th) - 10/26/11 (W)	1/19 (Th) - 2/1/12 (W)	10/31 (M) - 11/18/11 (F)	N/A
6. Construction Academy Principals Review	N/A	N/A	N/A	N/A	N/A	N/A	11/28/11 (M) - 12/16/11 (F)
7. Workshop for TPRC	N/A	N/A	N/A	N/A	N/A	12/9/11 (F) 2:00 PM, rm 2-214	N/A
8. Administrative Review, est.	January 2012	11/10 (Th) - 12/12/11 (M)	January 2012	10/27 (Th) - 12/12/11 (M)	2/2(Tn) - 3/07/12 (W)	11/21 (M) - 12/31/11 (F)	1/06/12 (F) - 2/10/12 (F)
9. TPRC Reviews, est.	N/A	N/A	N/A	N/A	N/A	1/2 (M) - 2/17/12 (F)	N/A
10. Deadline to request lengthening of probation to 2012-2013 ⁴	N/A	N/A	N/A	N/A	N/A	5/04/12 (F)	N/A

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11. Chancellor Reviews, est.	February 2012 (Confidential review returned to Faculty via Program Secretaries)	11 mo. = 12/13/11-6/30/12 9 mo. = 12/13/11-7/31/12	February 2012 (Confidential review returned to Faculty via Program Secretaries)	11 mo. = 12/13/11-6/30/12 9 mo. = 12/13/11-7/31/12	3/08 (Th) - 3/28/12 (W) *	2/20 (M) - 3/23/12 (F)	2/13 (M) - 2/24/12 (F)
12. Chancellor Submits to CC HRO	N/A	N/A	N/A	N/A	N/A	3/30/12 (F) *	N/A
13. VCAA identifies faculty to be evaluated (including lecturers eligible for limited term contracts and non-tenuriat faculty eligible for multi-year contracts)	4/30/12 (M)	4/30/12 (M)	4/30/12 (M)	4/30/12 (M)	4/30/12 (M)	N/A	N/A
14. Chancellor Notifies Faculty member (Termination + BOR Tenure Decisions)	Notice to terminate at the end of initial contract: by January 15 of the second year.		Notice to terminate after 2 probationary years: at least 12 months in advance. (11 mo. = 6/30/12 * notice for 6/30/13 termination) (9 mo. = 7/31/12 * notice for 7/31/13 termination)		4 mos notice: 3/31/12 or 8/31/12 for end of period term. ⁴	6/11 (M) - 6/29/12 (F)	4 mos notice: 2/24/12 (F) for end of period term. ⁴
15. Deadline to request change in Tenure status: Shorten probation Waive min requirements or waive time in rank 4th year Group: Extend probation	N/A	N/A	N/A	N/A	N/A	5/4/12 (F) *	N/A
16. Tenure/Promotion waiver request for 2012-2013 ⁴	N/A	N/A	N/A	N/A	7/27/12 (F)	7/27/12 (F)	N/A

(Revised 8/17/11, per CCHRO, Academic Affairs, and BOR Policy)

POST-TENURED FACULTY EVALUATION SCHEDULE - 2011-2012

	Post-Tenured Faculty
1. Division Chair Workshop	8/24/11 (W) 3:00 PM, rm 2-214
2. Candidate Submits Application/Dossier/Review Information to Div Chair	9/15/11 (R) * (BORP)
3. Div Chair report due to Faculty member and Program Dean (file report)	1/09/12 (M)
4. Chancellor completion report due (MIR Director prepares report for Chancellor)	3/23/12 (F) *
5. Chancellor and Div Chairs identify faculty to be evaluated during the next academic year.	April 2012
6. Chancellor/Div Chairs notify Faculty to be evaluated the next academic year	5/1/12 (T) *

(Revised 8/24/09, per HR, Instruction, and BOR Policy)

* Absolute Deadlines

¹ This calendar is for the normal review process and does not apply to termination for cause.

² If the Faculty Member is to be reappointed, a new contract will be offered which becomes effective August 1. For Faculty members at rank 2 or 3, this contract shall be for two (2) years and may be followed by one-year (1-year) contracts effective August 1, with the terminal year usually ending July 31. Faculty at all other ranks who are to be reappointed shall be given one-year (1-year) contracts effective August 1 with the terminal year ending July 31.

Additional contract renewals shall be for one-year (1-year) terms not to exceed seven (7) years of full-time probationary service. (Reference: UH-UHPA Agreement 2009-2015 p. 21-22)

³ Includes faculty members on 3-year contracts.

⁴ Conditions apply. Check with Administrator.

Distribution: HCC Intranet per e-mail notice.

Faculty Evaluation Procedures: http://www.hawaii.edu/ccc/Docs/CCCM_PDF/7200-031982.pdf

Faculty Evaluation Schedule: <http://www.honolulu.hawaii.edu/intranet/dates/faculty.pdf>