Welcome to the Contract Renewal Applicant Workshop

August 31, 2018
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. 3, 2018
Fourth Year Renewal:  Sept. 17, 2018
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.