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, 2019

- Second Year Contract Renewal
  Oct. 3, 2018

- Fourth Year Contract Renewal
  Sept. 17, 2018

- Tenure Promotion
  Oct. 5, 2018
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