

CONTRACT RENEWAL DOCUMENT
SAMPLE GUIDELINES
 TABLE OF CONTENTS
 and
 PAGINATION

	Page
Contract Renewal Form Part I.....	1.1 - 1.2
<i>Contract Renewal Form Part IIA.....</i>	<i>2.1</i>
1. Area of Primary Responsibility.....	2.2 - 2. ___
<p style="margin-left: 40px;"><i>This is the heart of the document. The number of pages of this section will depend on each individual. Focus should be on being brief, but emphasis should be on substance.</i></p>	
<p>A. Accomplishments of performance of primary duties</p> <ul style="list-style-type: none"> ✓ For teaching faculty this would include courses you have taught including self-assessment/discussion of your effectiveness, learning outcomes, students' responses to your approach, etc. ✓ For non-teaching faculty the primary duties need to be described so that the evaluating body will understand the nature of the applicant's responsibilities. ✓ For those who may have teaching and non-teaching responsibilities (i.e. Counselors), all related aspects of teaching should definitely be included as well as non-teaching responsibilities. 	
<p>B. Assigned time (if any)</p>	
<p>C. Student evaluations</p> <ul style="list-style-type: none"> ✓ Summary of your student evaluation results since your last appointment. ✓ Do an in-depth self-assessment of your teaching abilities. ✓ It is not necessary to include individual evaluations, but these must be available if requested by any reviewing body or individual. ✓ For non-teaching faculty, if primary duties involve student contact such as with counselors, evaluations from students on counseling effectiveness might be appropriate. If not, peer evaluations may be done with people that work directly with applicant. Self-assessment of applicant's abilities can also be done. The faculty being evaluated should check if there are evaluation forms already prepared for similar types of jobs. Otherwise the applicant may need to create an evaluation tool to measure his/her effectiveness if the type of position is unique. ✓ If applicant works with people outside the college then evaluations could include those people. 	

D. Peer evaluations

- ✓ Two (2) peer evaluations for each semester since your last appointment. Peer faculty should not be interpreted as only those in the same discipline but may include others in the same division or other divisions as well.
- ✓ If applicant works with people outside the college then evaluations could include those people.
- ✓ Recommended: One evaluation by Division Chair or Unit Head per year.

2. Areas Outside of Primary Responsibility.....2.____ - 2.____

A. Accomplishments

- ✓ A brief description of significant changes made during the year based on primary duties. (i.e. instructional materials or course revisions you have developed)

B. Professional improvement activities

- ✓ Any professional self-development/improvement type of activities that you have participated in that have most impacted or will potentially impact your thinking and/or your teaching and/or performance of primary duties.
- ✓ Include an analysis or description of what you have gained from the activity and how you have applied what you learn.
- ✓ Of course not all workshops are as meaningful as others, so it is not necessary to discuss EVERY workshop. A list of other professional development activities may be included.

C. Committee/college/community service

- ✓ Include only those services that are appropriate.
- ✓ Discuss the impact or contribution you have made while serving/performing committee/college/community service activities
- ✓ Discuss contributions the committee as a whole made or anything of importance that the committee accomplished.

D. Response to previous year's contract renewal evaluation

- ✓ Respond with action(s) taken to address specific weaknesses noted from the previous year's reviewers (DPC, DC, VCAA, Chancellor).

E. Comments/evaluations of goals/objectives of previous year

- ✓ Comments or evaluations of goals or objectives you may have set or may have been recommended by the reviewing bodies of the previous year.

3. Goals/Objectives for the Coming Academic Year2.__ - 2.__
 Your statement should clearly communicate why you are undertaking the task and/or what you hope to accomplish. To help yourself keep focused on the goals, it is recommended that you include benchmark dates or completion dates. Some goals/objectives may take more than one year to accomplish, so be sure to specify what part of your goals/objectives are planned for completion. Be realistic.
- A. Goals to achieve for the next year
 - ✓ New courses you would like to teach or other professional assignments you would like to undertake as part of your primary duties.
 - ✓ Specific modifications you would like to make in your courses or teaching techniques, or other major function of your job that will make you more effective than you currently are.
 - ✓ New instructional materials, course revisions or other projects you plan to develop, or other professional goals you set relative to your primary assignment.
 - B. Professional development activities to undertake
 - C. Weaknesses to be strengthened
 - D. Committee/college/community service you plan to engage in

Contract Renewal Form Part IIB..... 3.1
DPC Assessment.....3.2 - 3._
Contract Renewal Form Part IIC/D 4.1
Division Chairperson/Assistant Dean/Unit Head Assessment4.2 - 4._
Contract Renewal Form Part IIE (Dean/Director's Recommendation)..... 5.1
Contract Renewal Form Part III (Chancellor's Decision)..... 6.1



REQUIRED APPENDICES

Appendix A	Summary of Student Evaluations or equivalent	
	Client/Customer Evaluations for Non-Instructional	A._ - A._
Appendix B	Peer Evaluations	B._ - B._
Appendix C	Recommendations of Reviewing Bodies.....	C._ - C._
Appendix D	Assigned Time Completion Reports (if applicable)	D._ - D._

Appendices, whether required or added, should be referenced in the narrative, so the reader can refer to them when reading the narrative.

- If you are at the beginning of your service in a tenure track or non-tenure track position, you should focus the discussion of your activities and achievements to reflect the criteria of the rank at which you were hired or at which your contract will be renewed. These criteria are listed in the *Community Colleges Faculty Classification Plan*. As you approach the year in which you will be eligible for tenure and/or promotion, you may wish to consider setting goals and objectives that reflect the expectations of the next rank and to engage in activities that reflect accomplishments at that level.
- "Recommendations for renewal shall require that the Faculty Member's performance has been assessed for strengths and weaknesses and has been rated as satisfactory, that there is a continuing need for the Faculty Member's services at the University, and that the Faculty Member has made the professional improvement or has demonstrated the professional and personal qualities needed by the department, or similar considerations. A positive assessment does not necessarily assure renewal of appointment." (2009-2015 Agreement between the University of Hawaii Professional Assembly and the Board of Regents of the University of Hawaii, Article XII-E-1, page 22)

Faculty Senate Resolution

<http://www.hawcc.hawaii.edu/senate/sen.facpolicy.contract.htm>