**Hawai’i Community College**

**FACULTY 5-YEAR REVIEW FORMS**

**C5 Roles and Responsibilities**

(See UHCC Faculty Classification Plan for details on Primary Responsibilities, Institutional Service, Professional Service, and Community Service.)

**Name:**

**Dates covered by the Review:**

**Part I: Primary Responsibilities (Instruction, Continuing Education & Training, Academic Support, Counseling) \***Include Reassigned or Compensated Time duties

**Sustain excellence in the area of primary responsibilities and demonstrate versatility and depth in the mastery of strategies which effectively meet students needs at the course or discipline or program level.**

Where appropriate, faculty design measurable or observable learning outcomes and assess and provide evidence of student learning. Above all they work to improve student achievement and success. However, critical assessment and evaluation of excellence will be conducted with due consideration for individual assignments and institutional needs.

List of activities, including the following: date, location (as appropriate), description, role, and specific results and benefits serving the college. Add pages as needed.

**Part II: Professional Development**

**Sustain involvement in professional and self-development activities at an appropriately high level.**

List of activities, including the following: date, location (as appropriate), description, role, and specific results and benefits serving the college. Add pages as needed.

**Part III: Institutional, Professional, and Community Service**

**Sustain leadership and service to the discipline, college, or university.**

**Demonstrate expertise, and serve as resources to other faculty, businesses, and the community.**

**Serve as mentors to junior faculty.**

**Provide leaderships in the form of serving as Division/Department Chair, leading program review, serving on institutional assessment and planning groups on the campus and system levels, etc.**

List of activities, including the following: date, location (as appropriate), description, role, and specific results and benefits serving the college and/or community. Add pages as needed.

**C4 Roles and Responsibilities**

(See UHCC Faculty Classification Plan for details on Primary Responsibilities, Institutional Service, Professional Service, and Community Service.)

**Name:**

**Dates covered by the Review:**

**Part I: Primary Responsibilities (Instruction, Continuing Education & Training, Academic Support, Counseling) \***Include Reassigned or Compensated Time duties

**Perform consistently at a highly effective professional and productive level in the area of primary responsibilities.**

**Maintain expertise in current discipline content and methodologies, and in the understanding of student needs.**

Where appropriate, faculty design measurable or observable learning outcomes and assess and provide evidence of student learning. Above all they work to improve student achievement and success. However, critical assessment and evaluation of excellence will be conducted with due consideration for individual assignments and institutional needs.

List of activities, including the following: date, location (as appropriate), description, role, and specific results and benefits serving the college. Add pages as needed.

**Part II: Professional Development**

**Sustain involvement in professional and self-development activities.**

List of activities, including the following: date, location (as appropriate), description, role, and specific results and benefits serving the college. Add pages as needed.

**Part III: Institutional, Professional, and Community Service**

**Provide individual leadership to colleagues in their discipline area, college, or university**

**Work with colleagues in other disciplines to facilitate student learning.**

**Initiate, coordinate, and participate in discipline-related projects at the campus or system level to include significant program or curricular modification.**

**Provide significant service to college and community outside of the area of primary responsibilities.**

**Provide leaderships in the form of serving as Division/Department Chair, involvement in program review and other assessment, planning activities for the campus, etc.**

List of activities, including the following: date, location (as appropriate), description, role, and specific results and benefits serving the college and/or community. Add pages as needed.

**C3 Roles and Responsibilities**

(See UHCC Faculty Classification Plan for details on Primary Responsibilities, Institutional Service, Professional Service, and Community Service.)

**Name:**

**Dates covered by the Review:**

**Part I: Primary Responsibilities (Instruction, Continuing Education & Training, Academic Support, Counseling) \***Include Reassigned or Compensated Time duties

**Effectively maintain a professional level of performance and productivity in the area of primary responsibilities.**

**They maintain their expertise in current discipline content and methodologies, and in the understanding of student educational needs.**

**They develop an understanding of the relationship of their discipline to the students' total instructional program and they contribute to the development activities at the discipline and campus level.**

**They work independently and with colleagues to develop, revise and select curriculum materials, instructional techniques, and student-needs-assessment strategies at the course or discipline level.**

Where appropriate, faculty design measurable or observable learning outcomes and assess and provide evidence of student learning. Above all they work to improve student achievement and success. However, critical assessment and evaluation of excellence will be conducted with due consideration for individual assignments and institutional needs.

List of activities, including the following: date, location (as appropriate), description, role, and specific results and benefits serving the college. Add pages as needed.

**Part II: Professional Development**

**Sustain involvement in professional and self-development activities.**

List of activities, including the following: date, location (as appropriate), description, role, and specific results and benefits serving the college. Add pages as needed.

**Part III: Institutional, Professional, and Community Service**

**Provide service to the college and community outside of the area of primary responsibilities and provide leadership in discipline, department, or college activities.**

**Begin to serve as Division Personnel Committee members, provide leadership in campus committees or task groups and serve as mentors or resources to other faculty.**

List of activities, including the following: date, location (as appropriate), description, role, and specific results and benefits serving the college and/or community. Add pages as needed.