

**UNIVERSITY OF HAWAI'I COMMUNITY COLLEGES
CONTRACT RENEWAL FORM FOR
PROBATIONARY FACULTY AT ALL RANKS**

This instruction is applicable to all "C" personnel classified as Instructor; Assistant Professor, Community Colleges; Associate Professor, Community Colleges; and Professor, Community Colleges who are in their probationary period. (This form need not be completed for the year in which the person comes up for tenure consideration.)

PART I. Service Data (To be completed by the Division Chairperson/Unit Head)

Name of Faculty Member (Last, First, Middle Initial)	Present Rank	Department/Program
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Date of Initial Appointment	Rank	Department/Program
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A. Service Record

For a definition of probationary period and a description of probationary service, please refer to the UH/UHPA Agreement, Article XII, Sections A, B, and C.

1. Service and Leave Periods from Date of Initial Appointment

FROM MO/YEAR	TO MO/YEAR	PERCENT TIME	SOURCE OF SALARY FUNDS

(Attach additional pages if necessary)

2. Years of full-time probationary service completed by July 31, _____
(including current year)
_____ Years

CC Contract Renewal Form for Probationary Faculty

3. Anticipated probationary service completion date, ____/____/____.

Anticipated Locus of Tenure (See Agreement, Article XII, Sec. K.1)

Signature: _____ Date: _____
Faculty Member

Signature: _____ Date: _____
Division Chairperson/Unit Head

Print Name: _____

CC Contract Renewal Form for Probationary Faculty

PART II. Evaluation for Contract Renewal/Non-Renewal

Article XII, Section E. states "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."

- A. The applicant submits summary of accomplishments or performance of assigned duties and responsibilities (see CC Guidelines for Contract Renewal). (Attach additional pages 2.2 to 2.____.)

CC Contract Renewal Form for Probationary Faculty

B. Divisional Personnel Committee (DPC) Review and Recommendation

1. The DPC met on ____/____/____ to consider contact renewal.
2. The DPC is aware of the recommendation requirements for contract renewal as stated in Article XII, Section E.
3. The DPC's assessment of the faculty member's strengths and weaknesses is attached (pages 3.2 to 3.____).
4. The recommendation of the DPC is that _____'s
Name of Faculty Member
contract should be/should not be (*strike as appropriate*) renewed.

Signature: _____ Date: _____
Chairperson, DPC

Print Name: _____

CC Contract Renewal Form for Probationary Faculty

C. Division Chairperson/Unit Head

1. I have considered the requirements for a recommendation for renewal as stated in Article XII, Section E.
2. I have reviewed the materials submitted by this applicant and the Divisional Personnel Committee's (DPC) assessment of strengths and weaknesses and recommendation.
3. My assessment of the faculty member's strengths and weaknesses is attached (pages 4.2 to 4.____).
4. My recommendation is that _____'s
Name of Faculty Member
appointment should be/should not be (*strike as appropriate*) renewed.

Signature: _____ Date: _____
Division Chairperson/Unit Head

Print Name: _____

D. Faculty Member's Acknowledgment

I acknowledge having been shown the assessments of strengths and weaknesses and the recommendations by the Divisional Personnel Committee (DPC) and the Division Chairperson/Unit Head on ____/____/____.

Signature: _____ Date: _____
Faculty Member

CC Contract Renewal for Probationary Faculty

E. Dean/Director's Review and Recommendation

I have considered the requirements for a recommendation for renewal of contract as stated in Article XII, Section E. My recommendation is that _____'s appointment
Name of Faculty Member
should be/should not be (*strike as appropriate*) renewed.

Signature: _____ Date: _____
Dean/Director

Print Name: _____

CC Contract Renewal Form for Probationary Faculty

Part III. Chancellor's Decision

I have considered the requirements for a renewal of contract as stated in Article XII, Section E. My decision is that _____'s appointment
Name of Faculty Member
should be/should not be (*strike as appropriate*) renewed.

Signature: _____ Date: _____
Chancellor

Print Name: _____

**UNIVERSITY OF HAWAI'I COMMUNITY COLLEGES
CONTRACT RENEWAL FORM FOR
NON-PROBATIONARY FACULTY**

This instruction applies to all non-probationary "C" personnel.
(Example: Faculty hired on Federal funds, faculty hired to temporary G-funded positions, etc.)

PART I. Service Data (To be completed jointly by the applicant and the Division Chairperson/Unit Head and certified by the applicant)

Name of Faculty Member (Last, First, Middle Initial)	Present Rank	Department/Program
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Date of Initial Appointment	Rank	Department/Program
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A. Service Record

Service and Leave Periods from Date of Initial Appointment

FROM MO/YEAR	TO MO/YEAR	PERCENT TIME	SOURCE OF SALARY FUNDS

(Attach additional pages if necessary)

B. Brief Description of Project or Program

(Attach additional pages if necessary)

Signature: _____ Date: _____
Faculty Member

Signature: _____ Date: _____
Division Chairperson/Unit Head

Print Name: _____

CC Contract Renewal Forms for Non-Probationary Faculty

PART II. Evaluation for Contract Renewal/Non-Renewal

- A. Summary of your accomplishments or performance of the assigned duties and responsibilities. (See Guidelines for Contract Renewal).
(Attach additional pages 2.2 to 2.____)

CC Contract Renewal Forms for Non-Probationary Faculty

B. Divisional Personnel Committee (DPC) Review and Recommendation

1. The DPC met on ____/____/____ to consider contract renewal.
2. The DPC's assessment of the faculty member's strengths and weaknesses is attached (pages 3.2 to 3.____).
3. The recommendation of the DPC is that _____'s
Name of Faculty Member
contract should be/should not be (*strike as appropriate*) renewed.

Signature: _____ Date: _____
Chairperson, DPC

Print Name: _____

CC Contract Renewal Forms for Non-Probationary Faculty

C. Division Chairperson/Unit Head Review and Recommendation

1. I have reviewed the materials submitted by this applicant and the Divisional Personnel Committee's (DPC) assessment of strengths and weaknesses.
2. My assessment of the faculty member's strengths and weaknesses is attached (pages 4.2 to 4.____).
3. My recommendation is: (*check and complete one of the two options provided below*)
 - Contract renewal for academic year _____ to _____ if funds are available.
 - Termination of contract effective _____
Date of Termination

Signature: _____ Date: _____
Division Chairperson/Unit Head

Print Name: _____

D. Faculty Member's Acknowledgment

I acknowledge having been shown the assessments of strengths and weaknesses and the recommendations by the Division Personnel Committee (DPC) and the Division Chairperson/Unit Head on ____/____/____.

Signature: _____ Date: _____
Faculty Member

CC Contract Renewal Form for Non-Probationary Faculty

E. Dean/Director's Review and Recommendation

I have reviewed the submission of _____
Name of Faculty Member

My recommendation is that the contract should be/should not be (*strike as appropriate*) renewed.

Signature: _____ Date: _____
Dean/Director

Print Name: _____

CC Contract Renewal Form for Non-Probationary Faculty

PART III. Chancellor's Decision

- Contract renewal for academic year _____ to _____ if funds are available.
- Termination of contract effective _____
Date of Termination

Signature: _____ Date: _____
Chancellor

Print Name: _____

**UNIVERSITY OF HAWAII COMMUNITY COLLEGES
INSTRUCTIONS FOR CONTRACT RENEWAL FOR
ACTING INSTRUCTORS**

Acting Instructors have been assessed at the initial appointment to be generally qualified to perform the duties and responsibilities of an Instructor, except that the minimum qualifications for the Instructor level have not yet been completed; further, that appointment as Acting Instructor is contingent upon an approved plan of professional self-improvement which is designed to meet the minimum qualifications for Instructor, and must be completed within three years from the time of first employment in this rank. Exception extensions may be granted by the Chancellor due to extenuating or exceptional circumstances.

Therefore, criteria for contract renewal for Acting Instructor personnel are that the applicant shows evidence of performing the duties and responsibilities at a level which is consistent with that of an Instructor, and has made satisfactory progress in professional self-improvement toward meeting the minimum qualifications for Instructor.

Division Chairperson/Unit Head will review each application and assess whether or not the documented evidence provided by the applicant shows satisfactory progress toward achieving the approved plan for professional self-improvement and indicates that the applicant has performed the duties and responsibilities at a level which is consistent with that of an Instructor.

The Chancellor will then make his/her decision on contract renewal or termination and inform the applicant in writing by the notification deadline as stipulated in the collective bargaining contract.

**UNIVERSITY OF HAWAI'I COMMUNITY COLLEGES
CONTRACT RENEWAL FORM FOR
ACTING INSTRUCTOR**

PART I. Service Data (To be completed jointly by the applicant and the Division Chairperson/Unit Head and certified by the applicant.)

Acting Instructor

Name of Faculty Member (Last, First, Middle Initial)	Present Rank	Department/Program
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Date of Initial Appointment	Rank	Department/Program
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_____ Years of full-time service as Acting Instructor by July 31, _____.

A. Service record from date of initial appointment

B.

FROM MO/YEAR	TO MO/YEAR	PERCENT TIME	SOURCE OF SALARY FUNDS

(Attach additional pages if necessary)

CC Contract Renewal Form for Acting Instructors

PART II. Evaluation for Contract Renewal/Non-Renewal

A. Division Chairperson/Unit Head Review and Recommendation

I have reviewed the submission and find that this faculty member has/has not (*strike as appropriate*) progressed satisfactorily towards achieving his/her approved plan of professional self-improvement and also find that the faculty member is/is not (*strike as appropriate*) performing the duties and responsibilities of his/her rank.

My recommendation is:

Contract renewal for academic year _____ to _____ if funds are available.

Termination of contract effective _____.
Date of Termination

Signature: _____ Date: _____
Division Chairperson/Unit Head

Print Name: _____

B. Dean's Review and Recommendation

I have reviewed the submission of _____
Name of Faculty Member

My recommendation is that the contract should/should not (*strike as appropriate*) be renewed.

Signature: _____ Date: _____
Dean

Print Name: _____

PART III. Chancellor's Decision

Contract renewal for academic year _____ to _____ if funds are available.

Termination of contract effective _____.

Signature: _____ Date: _____
Chancellor

Print Name: _____