UH Maui College
Probationary and Non-Probationary
Faculty Contract Renewal Guidelines

Description of Document

- Length: 4 - 15 pages
- Double spaced
- 12 pt. type, either Times New Roman or Arial
- Enclosed (with the completed appropriate application form) in a three-ring binder for easy addition and removal of pages
- Pages numbered (bottom of page, center) as directed in application form.

Contents of Document

I. Primary duties  (includes teaching and assigned time activities)

To be included in this section:

- **Your teaching philosophy:** includes (but is not limited to) your personal feelings about who your students are and how they learn. This philosophy is what drives your actions in the classroom. It could serve as a theme that runs through your document as you describe what you do in the classroom.

- **Classes you teach:** discuss the classes you teach, your student learning outcomes, what you do in class to ensure that your students achieve those outcomes, and how you know your students have achieved them (your assessment practices). Use concrete language with specific examples.

- **An assessment of your student and peer evaluations:** discuss both positive and negative evaluations; describe any changes you have made as a result of evaluations you have received. Include a few relevant quotes from evaluations. (Your student evaluation schedules should be arranged so that the majority of the students in a class will have an opportunity to participate in the evaluation process.) Include at least two peer evaluations for each semester.

- **Assigned time activities (if any):** for each activity, describe what you did, what difference it made, and how it tied in with student learning objectives.

II. Responses to recommendations

In this section, describe what you have done as a result of recommendations made to you by your DPC, department chair, Vice Chancellor of Academic Affairs, and Chancellor. If you did not follow a recommendation, state and analyze your reason for not doing so.
III. Professional and self-development activities
Describe each relevant activity and tell what difference it made for you and for your students. (What was the outcome?)

IV. College and community service activities
This section is divided into two subsections, College Service and Community Service. Describe the relevant activity in each subsection and tell what difference it made for you, for your students, or for the college or community. (What was the outcome?)

V. Leadership activities (optional)
Include this section in your document only if you have leadership activities to describe. If you have already covered the activities in other sections of your document, simply summarize in this section what you have already covered in detail.

VI. Goals
To be included in this section:
- A report of your progress on goals you set for yourself in a previous document. If a goal was not met, state and analyze your reason for not doing so.
- A list of your goals for the coming year (non-probationary) or two years (probationary) and how they will affect your students. In your next document, you will discuss your progress toward these goals.
- Write concrete and specific goals that can be measured or demonstrated.

Appendix (This is a separate section in the three-ring binder)
To be included in this section:
- Student evaluations
- Peer evaluations
- Previous year’s letters from DPC, department chair, Vice Chancellor, and Chancellor
- Other supporting documents, e.g. letters verifying campus or community service that you cite in your document.

For easy accessibility, please tab and label the subsections in the appendix.

Appendix pages are numbered 1, 2, 3, 4, etc. from the beginning to the end. Numbers are centered at the bottom of the pages.

IMPORTANT: Be sure to have someone proofread your document for content and for grammar and spelling. This may need to be two different people. (English teachers are usually willing to assist with grammar and spelling.)