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 Assistant
Dean/Division Chairperson/Unit Head and certified by the applicant)

<table>
<thead>
<tr>
<th>Name of Faculty Member (L, F, MI)</th>
<th>Present Rank</th>
<th>Department/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Initial Appointment</td>
<td>Rank</td>
<td>Department/Program</td>
</tr>
</tbody>
</table>

A. Service Record

Service and Leave Periods from Date of Initial Appointment

<table>
<thead>
<tr>
<th>FROM MO/YEAR</th>
<th>TO MO/YEAR</th>
<th>PERCENT TIME</th>
<th>SOURCE OF SALARY FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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/Asst Dean/Unit Head
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 Contract Renewal Suggested Guidelines). (Attach additional pages 2.2 to 2.____)
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 contract should be/should not be (*strike as appropriate*) renewed.

Signature: ______________________________  Date: __________________________

Chairperson, DPC
CC Contract Renewal Forms for Non-Probationary Faculty

C. Division Chairperson/Assistant Dean/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/Asst Dean/Unit Head

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/Assistant Dean/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
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