All probationary and non-probationary faculties will be advised of the schedule for submitting their applications for contract renewal to the University of Hawaii Maui College Vice Chancellors of Academic Affairs. This schedule comes out in early September from the Vice Chancellor’s office and is set system-wide to comply with deadlines in our union contract that specify when a probationary faculty member must be notified if his/her contract is not renewed. (See Article XII of BU7 Contract Agreement; 2009-2015) Note: Any reference to Department Chair shall also include ‘or designee.’

There are different application forms for probationary and non-probationary faculty so be sure the correct form is used by applicant.

On our campus, the Department Chairs (or designee) have discussed the matter and have come up with the following guidelines to help the applicant to be successful in the contract renewal process. We are asking that all applicants and Division Personnel Committee (DPC) chairs and member follow these procedures. If there is a problem in following the procedures and meeting deadlines, the applicant shall consult with the Department Chair.

1. The applicant shall work on his/her application for contract renewal well in advance of the submission date in consultation with colleagues, his / her DPC members, the Department Chair, and others who can be helpful in the writing of the document. The DPC shall take a proactive role in assisting the applicant in the preparation of the document.

2. The applicant shall turn in a completed application for contract renewal to his/her Department Chair one month prior to the date it is due to the Vice Chancellor of Academic Affairs.

3. The Department Chair shall check the document to see that Part I of the application has been completed and the applicant had signed the application at the end of Part I. The DC also signs the document at the end of Part I. The applicant also completes Part II A. If this has not been done, the Department Chair works with the applicant to complete this portion in a timely manner. (note pagination)

4. The Department Chair passes the document to the chair of the DPC who then calls members to review the document and set a date to meet and write their report. Once the document is submitted the DPC, if it requires additional information from the applicant, the DPC Chair must request it through the Chancellor. The applicant may provide that additional information which will be placed at the end of the document by the DPC.

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5. The DPC writes its report, inserts it into the document, and completes Part II B of the introduction, and gives the document to the Department Chair to review. (note pagination) The Department Chair writes a report, inserts it into the document and completes Part II C. (note pagination)

6. The Department Chair then calls in the applicant and gives him/her copies of both the DPC’s and the DC’s reports. The applicant signs the document under Part IID. Applicant and DC discuss the reports.

7. The Department Chair delivers the application to the Vice Chancellor’s office, where the secretary stamps the document with time and date received.