

Faculty Contract Renewal Guidelines

Probationary and Non-Probationary

University of Hawai'i Maui College

Description of Document

- Length: 15-20 pages
- Double spaced
- 12 pt. type, either Times New Roman or Arial
- Enclosed in a three-ring binder.
- Completed Application Form
- Pages numbered (bottom of page, center) as directed in application form.

Contents of Document




1. **Primary Duties** (includes teaching and assigned time activities)
 - a. **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.
 - b. **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.
 - c. **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.
 - d. **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.
2. **College and Community Service Activities**
 - a. 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?)
3. **Leadership Activities** (optional)
 - a. 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.
4. **Goals**
 - a. 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.

- b. 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.
- c. Write concrete and specific goals that can be measured or demonstrated.

5. Appendix

- a. Student evaluations
- b. Peer evaluations
- c. Previous year's letters from DPC, department chair, Vice Chancellor, and Chancellor
- d. Other supporting documents, e.g. letters verifying campus or community service that you cite in your document.

REMINDERS!

1.  **The Primary Duties section is the MOST important!**
2. **ADDRESS STUDENT EVALUATIONS.** Look for patterns to highlight strengths and ways to improve teaching.
3. **ADDRESS RECOMMENDATIONS.** Be sure to address any recommendations made by previous reviewers.
4. **TAB AND LABEL** the subsections in the appendix.
5. **NUMBER APPENDIX** 1, 2, 3 etc. from beginning to end. Center page numbers at the bottom of the pages.
6. **PROOFREAD!** Have someone proofread your document for content and grammar and spelling.
7. **SIGN** your application! Don't forget to include the **entire** application and sign it!

TIPS!

1. **CONTRACT RENEWAL FILE.** Create a file for documentation: invitations, thank you cards, agendas or notes.
2. **CALENDARS.** Keep it up to date and it makes it easy to recall pertinent activities.
3. **PEER OBSERVATIONS.** Schedule them early and make sure to have **two** each semester.
4. **PEER EVALUATIONS.** Conduct your evaluations using an online survey tool such as Survey Monkey, Google Forms, Survey Gismo or etc.
5. **CHARTS & HEADINGS.** Make it easy for the reader.
6. **DATA.** Present it AND reflect on it.
7. **APPENDIX.** Keep it relevant and simple.
8. **QUOTES.** Use student and peer quotes to reflect, emphasize, evaluate, etc.
9. **ACTIVITIES.** Connect activities and impact to teaching and campus.
10. **ACRONYMS.** Spell out the first time you use each one.
11. **CONSISTENCY.** Use consistent format for: observations, evaluations, quotations, events, activities and references.
12. **SO WHAT?** Be sure to consistently include and emphasize the outcomes of your actions. For instance, you served on a committee and so what? What effect did it have on your work? On your students? On the campus? etc.