

WINDWARD COMMUNITY COLLEGE
Contract Renewal Checklist

A. Renewable Appointment —

B: Non-Renewable Appointment —

Directions for Applicant: Before submitting your contract renewal application to the Dean of Instruction's Office (WCC) or the Director's Office (ETC), carefully check the following list to ensure that your application is complete. For WCC applicants, peer and student reviews should represent your teaching over the past two semesters. Since ETC does not divide the academic year into semesters, these reviews should represent your teaching over the past academic year. Before submitting your portfolio, please read the detailed instructions in the attached guidelines.

1. Form —

Have you signed and dated the Contract Renewal form in all appropriate places?

2. Student Evaluations —

Have you submitted the computerized Student Evaluation print-out for **each** class taught during the past two semesters with a **summary** for each semester? You may want to format the summary information as a table.

3. Recommendations of Reviewing Bodies —

Have you included last year's evaluations by your Dean, (Department Chair) and Division Personnel Committee?

4. Peer Evaluations —

Have you attached two peer teaching evaluation(s) for the past year (one for each of the two most recent semesters, if applicable)? Counselors should submit two non-teaching peer evaluations from the past year (one for each of the two most recent semesters, if applicable.)

5. Self-Assessment (maximum 5 pages, double-spaced) —

Have you summarized your accomplishments and activities since your last evaluation (or since your appointment if this is your first evaluation)? Does your self-assessment follow the suggestions in the guidelines?

6. Professional Development Plan (maximum 3 pages, double-spaced) —

Have you included an outcome-oriented professional development plan for the upcoming year? Does your plan follow the suggestions in the guidelines?

7. Checklist —

Have you included this checklist at the front of your contract renewal dossier?

Directions for Dean of Instruction's Office: Before signing the application, please check to ensure that all the above are enclosed.

GUIDELINES FOR CONTRACT RENEWAL DOSSIERS
FOR FACULTY WITH
RENEWABLE OR NON-RENEWABLE APPOINTMENTS

What is a renewable appointment?

1. A probationary faculty member on a tenure-leading appointment; or
2. A faculty member on non-tenure leading general-fund appointment, but with a renewable annual contract; or
3. An Acting Instructor on a renewable contract.

What is a non-renewable appointment?

A faculty member with a fixed period, non-renewable appointment, e.g., replacing someone on leave or in an extra-mural grant appointment.

Related Policies

1. Contract renewal is governed by Articles IX, XI and XII of the 2001-03 Collective Bargaining Agreement.
2. The duties and responsibilities of a faculty member are described in the Tenure and Promotion Guidelines (as referenced from Board Policy).

Procedure

Faculty contracts normally run from August 1 to July 31. If you are on a:

- tenure leading appointment, you will be evaluated each year for possible renewal of contract until you are tenured; the probationary period is typically five years.
- non-tenurial renewable appointment, you will be evaluated each year for possible renewal of contract.
- non-renewable appointment, the results of this evaluation will become part of your personnel records and will be used as part of the review for any future appointments at the College.

Whatever your appointment, your responsibility in this evaluation process is to collect the necessary evaluation information and submit the materials as outlined below to the Dean of Instruction's Office.

1. **FORM.** The contract renewal form will be distributed by your Dean or Assistant Dean, who will discuss the form and requirements for contract renewal with you. Counselors: the contract renewal form will be distributed to you by your Dean, who will discuss the form and requirements for contract renewal with you.
2. **STUDENT EVALUATIONS.** If your assignment includes teaching, a) a copy of the computerized printout results for each class, and b) a summary of these printouts for the preceding academic year or past two semesters should be submitted. You may include additional and/or your own student evaluation summaries. It is not necessary to include individual student evaluation comments, but these must be available if requested by any reviewing body or individual. (If comments are included, they should be typed.) If your assignment includes counseling, summaries of the Counselor Evaluation Form (for the preceding academic year/two semesters) should be submitted.

Confer with your Department Chair or Dean/Assistant Dean for assistance with interpreting the student evaluation results.

If you are a new fall appointee, include only the fall evaluations. If you are a new spring appointee, you will not yet have any student evaluations.

3. **RECOMMENDATIONS OF REVIEWING BODIES.** If you submitted a contract renewal dossier the previous year, you should, in this year's renewal dossier, include copies of the previous year's assessments submitted by your Dean, Department Chair and Division Personnel Committee.
4. **PEER EVALUATIONS.** Two peer evaluations for the past academic year (ETC) or for the two most recent semesters (WCC) are required. Unless there are extenuating circumstances, it is recommended that the peer evaluation form be completed by a full-time tenured faculty member other than the Department Chair. If your assignment includes counseling, you should submit two non-teaching peer evaluations for the past year (one for each of the two most recent semesters, if applicable.)
5. **SELF-ASSESSMENT.** This portion of the dossier is a summary of your accomplishments or activities since the last evaluation or your initial appointment (if this is your first evaluation). **This self-assessment should not exceed five (5) pages, double-spaced.** You do not normally need to include supporting documentation, but you should have the documentation available upon request.

The following suggestions for organizing your self-assessment are based on the guidelines provided for tenure and promotion. Organizing your dossier following the guidelines below will help you when you are ready to write your tenure/promotion dossier.

The suggestions for organizational structure provided below follow the description for faculty at the C-3 level (assistant professor), the level to which most probationary faculty will be promoted upon tenure. If you are currently at a rank other than C-2, please refer to the description of faculty classification ranks in the tenure and promotion guidelines for the description of your rank or the rank to which you plan to file for promotion.

Within each section, a series of questions will guide you in deciding what information to include. Keep in mind that these are the activities that are appropriate for a level C-3 faculty member. If this is only your first or second year in your current C-2 (instructor) position, you may not have had an opportunity to get involved in all these facets of professional life. However, as you get closer to your tenure year, you should begin to participate actively in all these arenas.

Remember: **This section should not exceed five double-spaced pages.** Be brief.

— **Primary responsibilities**

- √ What courses did you teach during the two previous semesters? Include the number of sections of each course and the number of students enrolled in each course.
- √ What are your philosophy and goals regarding teaching (counseling or appropriate area of instructional support) and how is it reflected in the classroom?
- √ How does your approach facilitate learning in your classroom?
- √ How effective have you been as a teacher? Include references to your student and peer evaluations. You may also include data from student completion studies that you and/or the College may have done.
- √ How have the students responded to your approach?
- √ If you submitted a contract renewal dossier the previous year, how well have you met the objectives you set for yourself and/or those recommended to you by your Dean, (Department Chair) and/or Division Personnel Committee?

If your assignment includes counseling:

- √ How effective have you been as a counselor? Have you developed specific counseling strategies and approaches for use with your specific student population?

— **Understanding of student educational needs**

- √ What are your perceptions about the students you teach, including their needs and aspirations?
- √ How have you responded to these educational needs?

— **Contributions to development activities at the discipline and campus level**

- √ What activities have you participated in that have given you an understanding of the relationship between your discipline and the students' total instructional program? Briefly discuss how these items have made an impact on your teaching/counseling/academic support philosophy and expand on a few of the more significant activities.

— **Curriculum development**

- √ What curriculum and/or instructional materials have you developed, revised or selected for your courses or your discipline? Include samples in an appendix.
- √ What instructional or assessment strategies have you developed for your courses or your discipline?

If your assignment includes counseling:

- √ What counseling materials have you developed?
- √ What counseling or assessment strategies have you developed?

— **Service to the college and community**

- √ Besides the activities in your area of primary responsibility, what services have you provided to your department, the college and the community?
- √ What leadership roles have you assumed in your discipline, department or college activities?

— **Professional and self-development activities**

- √ What professional and self-development activities have you participated in?
- √ How have these impacted your teaching? Briefly discuss how these items have made an impact on your teaching/counseling/academic support philosophy and expand on a few of the more significant activities.

6. **PROFESSIONAL DEVELOPMENT PLAN.** Your outcome-oriented goals and objectives for the next academic year make up your professional development plan. **This part of the dossier should not exceed three (3) pages, double-spaced.** These goals/objectives may include the following:

- √ new courses you would like to and are qualified to teach or other professional assignments you would like to undertake as part of your primary duties.
- √ professional development activities you hope to undertake.
- √ specific modifications you would like to make in your courses or teaching techniques, or other major functions of your job, that will make you more effective than you currently are. You may want to refer to evaluations by your students, peers, Division Personnel Committee, (Department Chair) and/or Dean.
- √ new instructional materials, course revisions or other projects you plan to develop, or other professional goals you set relative to your primary assignment.
- √ committee, college, or work-related community service activities you plan to engage in.

If your assignment includes counseling:

- √ new counseling areas you would like to and are qualified to provide services in
- √ specific modifications you would like to make in your counseling techniques
- √ new counseling materials or other counseling projects you plan to develop

Your statement should clearly communicate why you are undertaking the task and/or what you hope to accomplish. To help yourself keep focused on the goals, you may want to include benchmark dates or completion dates. Some goals/objectives may take more than one year to accomplish, so be sure to specify which parts of your goals/objectives are planned for completion. Be realistic. You should develop these targets after a critical self examination, and in consultation with your peers, Department Chair, and Dean/Assistant Dean. Your success in achieving these goals will then become part of your next year's evaluation.

For Faculty Hired in the Spring Semester: When the time comes to submit contract renewal dossiers, you will have had only a few weeks' worth of teaching experience at the College. Nevertheless, you are required to submit a contract renewal dossier. By the time you submit your dossier, you may have had a peer evaluation, in which case you should include it in the dossier. You will not have completed any formal student evaluations and so cannot respond to them, although you may include informal evaluations if you have conducted them. You are required to complete an abbreviated self-assessment and professional development plan (Items 5 and 6 above). The submission deadlines for Spring new hires may be different from those listed here. You should check with the Dean of Instruction's Office to confirm the dates.

SUBMITTAL. You should submit your completed application in a 3-ring binder, with the text indexed and paginated. All documents need to be submitted to the Dean of Instruction's Office on or before the specified deadline date. Your dossier will be reviewed by the Division Personnel Committee and the Dean/Assistant Dean. You may be asked to meet with the Dean to discuss your evaluation and your targets for the next year.

The final decision on contract renewal will be made by the Provost, and you will be notified within the time frame specified by the Collective Bargaining Agreement.

FACULTY IN NON-TENURE-TRACK POSITIONS:

In a memo dated March 6, 2003, Provost Angela Meixell implemented the following policies with respect to contract renewals for faculty in non-tenure-track appointments:

Effective August 1, 2003, with the approval of the Dean/Assistant Dean, any faculty member in a non-tenure track appointment who has successfully been promoted in the previous five years does not have to complete an annual contract renewal application. These individuals need only submit the required signature pages of the contract renewal application.

If the faculty member has not been promoted within the past five years nor has submitted a full contract renewal application within the past five years, the faculty member shall be required to submit a full contract renewal application.