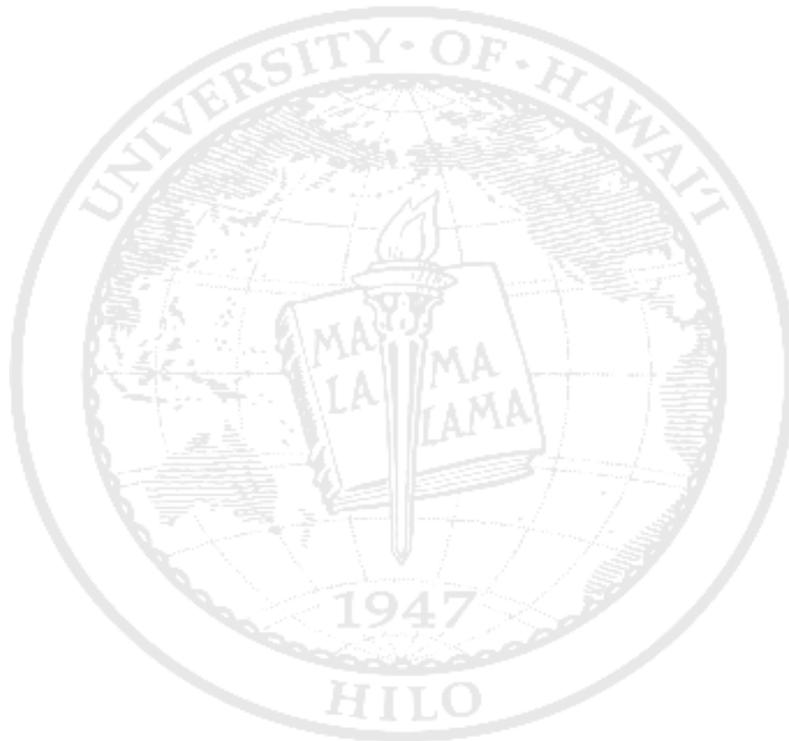

**PROCEDURES FOR APPLYING FOR CONTRACT RENEWAL,
FOR INSTRUCTORS ON LIMITED TERM CONTRACTS**

Approved by the UH Hilo Faculty Congress, May 2012



Approved

Kenith Simmons, Interim Vice Chancellor, Academic Affairs June 7, 2012

James Kardash, University of Hawaii Professional Assembly July 2, 2012

This document provides guidance for instructors at the University of Hawaii at Hilo who wish to apply for contract renewal as well as for faculty committees and supervisors who will be reviewing these applications. These are general expectations for review and evaluation; units are free to create and promulgate more specific sets of expectations.

General Rules/Regulations

1. Instructors teach 12 credits and therefore do not receive release time for research and service as do tenure track and tenured faculty. Consequently, their full time responsibility is teaching. Evaluations should therefore be based primarily on evidence of teaching effectiveness, although other elements of an instructor's activities may be included in the application if the instructor wishes to include them.
2. All instructors must request contract renewal annually.
3. Instructors with less than 5 years of continuous service will undergo a performance review annually.
4. Instructors with 5 or more continuous years of service will be offered a three year rolling contract and will have a performance review every third year, although their contracts will be renewed on an annual basis. **On "non-review" years they must still send a memo to their direct Executive/Management Supervisor (Dean/Director, to be referred to as "Supervisor" below) asking that their contract be renewed.** A new contract will add a new third year to the three year rolling contract.
5. If concerns are raised during a performance review for an instructor who has a three year contract, a Supervisor may request a special performance review more frequently than once every three years.
6. If a special performance review is required, the Supervisor may elect to renew the contract or *not* to offer an additional contract; in this situation, the instructor would retain the remaining years of the previous contract. After the special performance review, the Supervisor may elect to renew the contract for one or more years or s/he may elect *not* to renew the instructor's contract. The instructor again would retain the remaining years on the existing contract, in accordance with Article XIII, Faculty Appointments Not Eligible for Tenure.
7. The calendar for the submission of requests for contract renewal will be published annually.; colleges are responsible for maintaining a record of the interval between performance evaluations for each instructor.

Performance Review

In recognition of the facts that instructors serve large numbers of UH Hilo students in critical classes and that many instructors serve in this rank for lengths of time similar to those of tenured faculty, the requirements for renewal and the documentation presented should mirror those of probationary faculty,

except that instructors are reviewed on their teaching effectiveness, with no expectation that they will perform scholarship or service.

Performance Reviews should be done by the same series of reviewers as that provided for tenure track faculty. As Colleges differ in their organization, this will vary from college to college, but in every college, there should be a review by the faculty personnel review body and by the Executive/Management Supervisor. All voting shall be by secret ballot, and strict confidentiality is to be maintained with regard to deliberations.

The decision as to contract renewal is made by the Supervisor and is communicated to the candidate via a letter, with copies sent to Human Resources and to the candidate's Department/Division Chair if any.

When a request for contract renewal is accompanied by a performance review, candidates are to use the application included in this document. As is the case for tenure track faculty, documentation of teaching effectiveness should be provided. The documentation provided is at the discretion of the faculty member. However, it is strongly recommended that candidates for contract renewal provide tables or graphs of standardized teaching evaluations, with actual forms in an appendix. Instructors undergoing an annual performance evaluation during their first five years of service should present these results for each year of teaching; those undergoing a third year review should present evidence from the preceding three years. If a candidate is requested by the Supervisor to undergo a special performance review should present information about their instructional activities for the past three years. The application lists other suggested evidence to document teaching effectiveness.

In years when a contract is requested without a performance review, the request should be made by memo to the Dean or other Executive/Management Supervisor, with a copy to the Department/Division Chair or other appropriate faculty unit. (This will differ depending on the organization of the college.)

**UNIVERSITY OF HAWAI'I AT HILO
APPLICATION FOR CONTRACT RENEWAL – INSTRUCTORS (I-2)**

PART I. To be completed by the Applicant.

Name of Faculty Member: _____

Department and College: _____

Date of initial hire as an Instructor at UH Hilo _____

Has your employment as an Instructor been continuous? _____

If not, indicate years of employment

Date of Application: _____

I certify that I have read this personnel application, the Guidelines for Applying for Contract Renewal and that I understand the performance requirements and the kind of information required. After reading these documents, I have concluded that I wish to apply for contract renewal.

I understand that if I do not apply for contract renewal, I will not receive a new contract. This form is to be used in years when I am to have a performance review; in years when I am not undergoing a performance review, I understand that I am to submit a request for a contract through a memo to my Dean/Director/Supervisor (copy to my Department/Division Chair)

In the event that it should be impractical to notify me of the University's decision on my application by personal delivery in writing, I ask that notice be given by certified mail to the address given below:

Address _____

Signature

Date

Part II. Courses taught

Please list all courses taught and the enrollment at the beginning of each semester. If you are in the first five years of your employment as an Instructor, include all courses. If you having a regularly scheduled 3 year performance review, please include courses since your last performance review. If you are having a special performance review, please include courses for the past three years. If you have taught fewer than 12 credits in any semester, please explain the activities to which you were assigned in lieu of those teaching credits.

Course Number and Name

Enrollment

Part III. Statement of teaching endeavors

Please attach a statement which discusses your approach to teaching, your teaching philosophy, or any other information that will help an evaluator understand how you go about your instructional duties.

Part IV. Evidence of teaching effectiveness.

Please list and attach documentation of your effective teaching. Please limit this documentation to no more than 10 pages, excluding appendices containing teaching evaluations

Documentation might include:

- Tables/figures showing the results of teaching evaluations (actual forms should be included as an appendix)
- Samples of the qualitative (narrative) portion of teaching evaluations (complete sets of responses should be included as an appendix)
- A discussion of students' evaluations and any plans to incorporate this information into your teaching A set of evaluations below the norm should be addressed to show analysis of what might not have worked in that particular class and how you have adjusted your teaching (this information could be in your statement of teaching philosophy)
- Innovative teaching material or descriptions of innovative methods
- Sample syllabi
- Sample assignments
- Sample student work
- Letters from peers who have observed one or more of your classes
- Special recognition by awards or citations for excellence in teaching.

Part V. Unsolicited materials. If any are sent to the DPC/FPC, the candidate must be offered the opportunity to review the material and respond to it. A record of material received and candidates' responses (if any) will appear in Part V of the dossier.

The Chair of the DPC/FPC should list any unsolicited materials received by the DPC, the date each item was shared with the candidate, and the date any response from the candidate was received. Candidates should have at least five business days to respond. The unsolicited material and the candidate's responses should be placed in an appendix.

Description of unsolicited material and date received	Date provided by DPC chair to candidate	Date of receipt by DPC chair of candidate's response (if any)

To be completed by the DPC/FPC Chairperson: These materials and responses can be found in _____(section of the dossier).

DPC/FPC Chairperson's name

Signature

Date

PART VI. Please attach your most recent **performance assessments** as well as your response to evaluators' comments.

Part VII Department/Division/Faculty Personnel Committee

- A. Assessment of the Applicant's Strengths and Weaknesses by the DPC/FPC. If relevant, this statement might include a recommendation for a special performance review prior to the next scheduled review:

PART VII. (continued)**B. DPC/FPC's Certification:**

We hereby certify that the assessment recorded on the preceding page was made by the Committee. Furthermore, if a recommendation is shown below, we certify that the vote recorded is correct and that it was taken by secret ballot.

	Print Name	Signature	Date
DPC/FPC Chair			
Member			

C. DPC/FPC's recommendation (if one is made) with number of votes in each category.

___ Members voted to recommend contract renewal

___ Members voted to recommend against contract renewal

___ Members abstained from voting on contract renewal

PART VIII. DIVISION OR DEPARTMENT CHAIR (DC) if any. If not, this page remains blank.

A. DC's Assessment of the Applicant's Strengths and Weaknesses. If relevant, this statement might include a recommendation for a special performance review prior to the next scheduled review:

B. DC's Recommendation: (if one is made)

____ recommend contract renewal

____ recommend against contract renewal

Print Name

Signature

Date

PART IX. DEAN/DIRECTOR/VCAA (Supervisor)

A. Supervisor's Assessment (attach a separate sheet if necessary):

B. Supervisor's decision for contract renewal:

- 1. The candidate's contract will be renewed []
- 2. The candidate's contract will **not** be renewed []

The candidate's next performance review will be _____

Supervisor _____
Print Name

Signature

Date

END OF DOCUMENT