WINDWARD COMMUNITY COLLEGE
Contract Renewal Checklist

A. Renewable Appointment [ ]  B. Non-Renewable Appointment [ ]

Directions for Applicant

Before submitting your contract renewal application to the Vice Chancellor for Academic Affairs Office, Vice Chancellor for Student Affairs Office or the Director's Office, 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 most recent semesters. For additional information on contract renewals, please consult the 2009-2015 UHPA Agreement, Article XII. Before submitting your portfolio, please read the detailed instructions in the attached guidelines.

1. Checklist/Forms
Have you included this checklist at the front of your contract renewal dossier? Have you filled out, signed and dated the Contract Renewal forms in all the appropriate places?

2. Self-Assessment (maximum 10 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?

3. 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?

4. Recommendations of Reviewing Bodies
Have you included the last evaluations of your dossier reviews provided by your Dean, Department Chair, and Division Personnel Committee?

5. Peer Evaluations
Have you attached two peer teaching evaluation(s) for each semester represented in the contract renewal dossier (one for each of the most recent semesters)? Counselors should submit two non-teaching peer evaluations for each semester under review.

6. Student Evaluations
Have you submitted the computerized student evaluation print-out for each class taught during the period under review with a summary for each semester? You may want to format the summary information as a table. Have you complied and submitted all written student comments?

Directions for reviewing offices (VCAA, VCSA, OCCE): Before acceptance of dossier, please check to ensure that all the above are enclosed.