Suggested Organization of Contract Renewal Dossiers

*It is recommended, but not mandated, that those pursuing contract renewal utilize these guidelines so that they will be best prepared when applying for tenure.*

*In narrative form (rev.2012)*

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<th>FORMS</th>
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<th>Description of Faculty Classification Ranks</th>
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<td>Contract Renewal Checklist</td>
<td>• Is this form included in the front of your contract renewal dossier?</td>
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|       | Contract Renewal Forms for Probationary/Renewable Contracts (provided by VCAA Office) | • Have you filled out the appropriate information?  
• Do you have all necessary signatures? | |
|       | TABLE OF CONTENTS (The following is a suggested order) | • Have you paginated your dossier appropriately? | |
| SELF-ASSESSMENT | TEACHING PHILOSOPHY* | • What are your philosophy and goals regarding teaching (counseling or appropriate area of instructional support)?  
• How are your philosophy and goals reflected in the classroom?  
• How does your approach facilitate learning in your classroom? | • Develops an understanding of the relationship of discipline to students’ total instructional program |
|       | PERCEPTION OF COMMUNITY COLLEGE STUDENTS* | • What are your perceptions about the students you teach, including their needs and aspirations?  
• How have you responded to these educational needs? | • Works under the guidance of colleagues to develop an understanding of student needs in their discipline or area of primary responsibility  
• Maintains an understanding of student needs |
|       | DISCUSSION OF PRIMARY RESPONSIBILITIES* | • Performs competently with increasing professional maturity in area of primary responsibilities  
• Instructs and/or provides academic support to students | • Effectively maintains a professional level of performance and productivity in area of primary responsibility.  
• Maintains expertise in current discipline content and methodologies |
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| Self-Analysis     | • What courses did you teach during the semesters covered in this dossier? List the number of sections and the number of students enrolled in each course.  
• What instructional or assessment strategies have you developed for your courses or discipline? What formal or informal strategies do you incorporate in your teaching?  
• **If your assignment is non-teaching:** How effective have you been? Have you developed strategies and approaches for use with your primary responsibilities? | **INSTRUCTOR (C2)** | • Works independently and with colleagues to develop, revise, and select curriculum materials. Develops instructional and students’ needs assessment strategies at the course or discipline level. |
| Peer Perceptions  | • How effective have you been as a teacher? Include references to your peer evaluations.  
• What are your strengths?  
• Did you address any concerns or problems? Did you discuss how you would deal or have dealt with these concerns or problems? | | |
| Student Perceptions | • Have you summarized the computerized printouts in narrative and tabular format, noting both strengths and weaknesses?  
• How effective have you been? Include references to your student evaluations.  
• How have students responded to your approach?  
• Did you address any concerns or problems? Did you discuss how you would deal with these concerns or problems? | | |
| **IMPACT AND CONTRIBUTIONS*** | • 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 | | • Contributes to the development of activities at the discipline and campus level. |
| Leadership        | • What leadership roles have you assumed in your discipline, department, or college activities? | | • Provides leadership in discipline, department, or college activities, such as campus committees and task forces.  
• Work independently and with colleagues to develop, revise, and select curriculum materials, instructional techniques and student-needs assessment strategies the course or discipline level. |
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| Campus and Community Service | • Besides the activities in your area of primary responsibility, what services have you provided to your department, the college, and the community?  
• What curriculum and/or instructional material have you developed, revised, or selected for your courses or discipline? Include samples in the appendix.  
• **If your assignment is non-teaching:** What counseling materials have you developed? What counseling or assessment strategies have you developed? | • Begins to provide college and community service | • Provides service to the college and community outside of the area of primary responsibilities  
• Members begin to serve as DPC member and serve as mentors or resources to other faculty. |
| Professional Development | • What professional and self-development activities have you participated in?  
• Briefly discuss the impact these activities have had on your teaching/counseling/academic support philosophy? Expand on few of the more significant activities. | • Participates in professional and self-development activities | • Sustains involvement in professional and self-development activities. |
| ACHIEVEMENT OF GOALS FROM LAST CONTRACT RENEWAL | • If you submitted a contract renewal 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? | | |
| PROFESSIONAL DEVELOPMENT PLAN (Goals for next year)  
*Should not exceed three pages, double-spaced* | • What new courses would you like to or are qualified to teach? What other professional assignments you would like to undertake as part of your primary duties?  
• What professional development activities do you hope to undertake?  
• What specific modifications would you like to make in your courses or teaching techniques, or other major functions of your job that will make you more effective than you are currently? You want to refer to evaluations by your students, peers, DPC, DC, and/or Dean.  
• What new instructional material, course revisions, or other projects do you plan to develop? What other professional goals have you set relative to your primary assignment?  
• What committee, college, or work-related community service activities do you plan to engage in?  
• **If your assignment includes counseling:** What new counseling area would you like to and are qualified to provided services in? What specific modifications would you like to make in your counseling techniques? What new counseling material or counseling approach do you plan to develop? | | |
| APPENDIX | • Previous year’s Division Personnel Committee report/recommendation  
• Previous year’s Dean of Instruction report/recommendation  
• Data summary sheet of computerized student evaluations recommended  
• Compilation of all written student comments | | |