

**WINDWARD COMMUNITY COLLEGE
Faculty Five-Year Review Timeline**

***If due date is on a weekend or holiday, deadline is next working day.**

Sept 1st	VCAA or equivalent to notify faculty of scheduled review & copy to respective *Division Chair or equivalent
Dec 1st	Faculty member submits review document to Division Chair or equivalent
	Division Chair or equivalent meets with faculty member to share his/her recommendations
February 15th	Division Chair or equivalent submits completion report to Vice Chancellor for Academic Affairs (VCAA) or equivalent
February 28th	VCAA or equivalent submits report to Chancellor

* If the Division Chair is undergoing a Five-Year Review or if the Division Chair is at a lower rank than the faculty member being evaluated, the Division Personnel Committee will fill the role otherwise specified for the Division Chair in these procedures (with the Chair of the Committee acting for a majority of the Committee).