

8/20/09

**Leeward Community College  
2009-2010 Contract Renewal Timelines**

<b>Probationary Faculty Second &amp; Fourth Year Contract Renewals</b>	
September 1, 2009	VC's Office sends out Contract Renewals Forms to Division Secretaries.
September 4, 2009	Division Secretaries return Contract Renewal Forms to VC's Office.
September 11, 2009	VC's Office sends out Contract Renewal letters to 2 <sup>nd</sup> and 4 <sup>th</sup> year probationary faculty.
November 6, 2009	Contract Renewal due to the appropriate Division Chair Office.
November 10, 2009 to November 30, 2009	Division Personnel committee to review Contract Renewal Applications.
December 1, 2009	Contract Renewal due to Division Chair.
December 14, 2009	Contract Renewal due to the Program Dean.
January 13, 2010	Vice Chancellor to notify faculty of contract renewal decision.

<b>Non-Probationary Faculty</b>	
October 30, 2009	VC's Office sends out Non-probationary Contract Renewal letters.
January 8, 2010	Non-probationary due to the appropriate Division Chair Office.
January 15, 2010 to February 5, 2010	Division Personnel Committee to review Contract Renewal applications.
February 9, 2010	Non-probationary due to Division Chair.
February 19, 2010	Non-probationary due to the Program Dean.
March 15, 2010	VC Chancellor to inform faculty of recommendation.

Faculty with 5 or more consecutive years of service effective 7/1/04 may be given a multi-year contract of 3-year term.

**Contract Renewal applications:** <http://www.lcc.hawaii.edu/docs/faculty>