

**Leeward Community College 2023-2024  
Contract Renewal Timelines**

<b>Probationary Faculty</b>	
September 8, 2023	Faculty will be notified to submit an online contract renewal application.
November 1, 2023	Deadline to submit an online Contract Renewal application.
November 3-23, 2023	Division Personnel Committee (DPC) reviews and meets to determine recommendations.
November 24- December 12, 2023	Division Chair/Coordinator reviews to determine recommendations.
December 13, 2023–January 3, 2024	Program Dean reviews to determine recommendations.
January 4-26, 2024	Chancellor reviews to determine recommendations.
By January 30, 2024	Chancellor notifies applicants of the renewal or non-renewal of their contract.

<b>Non-Probationary Faculty</b>	
November 1, 2023	Faculty will be notified to submit an online contract renewal application.
January 7, 2024	Deadline to submit an online Contract Renewal application.
January 9-29, 2024	Division Personnel Committee (DPC) reviews and meets to determine recommendations.
January 30 – February 19, 2024	Division Chair/Coordinator reviews to determine recommendations.
February 20 - March 11, 2024	Program Dean reviews to determine recommendations.
March 12-27, 2024	Chancellor reviews to determine recommendations.
By March 31, 2024	Chancellor notifies applicants of the renewal or non-renewal of their contract.

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

Guidelines & Timelines available at: <http://intranet.leeward.hawaii.edu/forms-facstaff-employ>