

Contract Renewal Timelines
2024-2025
Revised 12/16/24

| Probationary Faculty | |
|------------------------------------|---|
| By September 1, 2024 | Faculty will be notified to submit an online contract renewal application. |
| November 1, 2024 | Deadline to submit an online Contract Renewal application. |
| November 4-25, 2024 | Division Personnel Committee (DPC) reviews and meets to determine recommendations. |
| November 26- December 13, 2024 | Division Chair/Coordinator reviews to determine recommendations. |
| December 14-18, 2024 | <p>After the assessment is completed by the DC, applicant will be notified by email that the DPC and DC assessments are available for review.</p> <p>If the applicant is notified of non-reappointment, they may request a meeting with the Dean within 20 calendar days of receipt. By request only, reasons will be confirmed in writing within 10 calendar days of the meeting.</p> <p>After five calendar days, access to the assessments will end and they will automatically be routed for the Dean/Director's review.</p> |
| December 19, 2024–January 15, 2025 | Program Dean reviews to determine recommendations. |
| January 16-28, 2025 | Chancellor reviews recommendations to determine final outcome. |
| By January 30, 2025 | Chancellor notifies applicants of the renewal or non-renewal of their contract. |

Guidelines available at tenureandpromotion.hawaii.edu/

Timeline available at: <http://intranet.leeward.hawaii.edu/employeeforms>

Contract Renewal Timelines
2024-2025
Revised 12/16/24

| Non-Probationary Faculty | |
|---------------------------------|---|
| By November 1, 2024 | Faculty will be notified to submit an online contract renewal application. |
| January 8, 2025 | Deadline to submit an online Contract Renewal application. |
| January 9-29, 2025 | Division Personnel Committee (DPC) reviews and meets to determine recommendations. |
| January 30 – February 14, 2025 | Division Chair/Coordinator reviews to determine recommendations. |
| February 15-19, 2025 | <p>After the assessment is completed by the DC, applicant will be notified by email that the DPC and DC assessments are available for review.</p> <p>If the applicant is notified of non-reappointment, they may request a meeting with the Dean within 20 calendar days of receipt. By request only, reasons will be confirmed in writing within 10 calendar days of the meeting.</p> <p>After five calendar days, access to the assessments will end and they will automatically be routed for the Dean/Director's review.</p> |
| February 20 - March 12, 2025 | Program Dean reviews to determine recommendations. |
| March 13-27, 2025 | Chancellor reviews recommendations to determine final outcome. |
| By March 31, 2025 | 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.

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