

Contract Renewal Timelines 2024-2025

Probationary Faculty	
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 16, 2024	Division Chair/Coordinator reviews to determine recommendations.
December 17, 2023 – January 6, 2025	Program Dean reviews to determine recommendations.
January 7-27, 2025	Chancellor reviews to determine recommendations.
By January 30, 2025	Chancellor notifies applicants of the renewal or non-renewal of their contract.

Non-Probationary Faculty	
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 19, 2025	Division Chair/Coordinator reviews to determine recommendations.
February 20 - March 11, 2025	Program Dean reviews to determine recommendations.
March 12-27, 2025	Chancellor reviews to determine recommendations.
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.

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