



August 11, 2023

TO: Kauai Community College Faculty
 FROM: Margaret Sanchez, Interim Chancellor
 SUBJECT: **2023-2024 Contract Renewal – Probationary Timeline**

DATES	ACTION
October 6, 2023	Deadline to submit online probationary contract renewal applications. All applications are submitted electronically
October 16-31, 2023	DPC reviews applications and completes assessment/recommendations
November 1-15, 2023	DC reviews applications and completes assessment/recommendations
November 16 – December 31, 2023	Vice Chancellor/Director reviews applications and completes assessment/recommendations
January 3-31, 2024	Interim Chancellor completes assessment applications, completes assessments/recommendations, and notifies applicants
May 3, 2024	Deadline for: <ol style="list-style-type: none"> 1) Faculty scheduled for tenure consideration in 2025-2026 or later to submit a request to the Interim Chancellor to shorten their probationary period for tenure consideration to 2024-2025 2) Faculty to submit a request to the Interim Chancellor for an extension of their probationary period up to two years during their fourth year

This is to inform you of the contract renewal (probationary) timetable for the submittal of 2023-2024 recommendations to the Interim Chancellor.

cc: Frankie Harriss
 No’eau Keopuhiwa
 Valerie Barko
 Calvin Shirai