



August 26, 2025

**MEMORANDUM**

TO: Kaua'i Community College Faculty

FROM: Margaret Sanchez, Chancellor

SUBJECT: **2025-2026 Contract Renewal – Non-Probationary Timeline**

This is to inform you of the 2025-2026 Contract Renewal (Non-Probationary) timeline for submittal and recommendations to the Chancellor.

<b>DATES</b>	<b>ACTION</b>
February 2, 2026	Deadline to submit online probationary contract renewal applications. All applications are submitted electronically
February 3 – 27, 2026	DPC reviews applications and completes assessment/recommendations
March 2 – 13, 2026	DC reviews applications and completes assessment/recommendations
March 16 – April 10, 2026	Vice Chancellor/Director reviews applications and completes assessment/recommendations
April 13 – May 1, 2026	Chancellor completes assessment applications and recommendations, and notifies applicants

cc: Stephen Taylor  
No'eau Keopuhiwa  
Valerie Barko  
Tami Langohr