



August 26, 2025

MEMORANDUM

TO: Kaua‘i Community College Faculty
 FROM: Margaret Sanchez, Chancellor
 SUBJECT: **2025-2026 Contract Renewal – Probationary Timeline**

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

DATES	ACTION
October 3, 2025	Deadline to submit online probationary contract renewal applications. All applications are submitted electronically
October 13-31, 2025	DPC reviews applications and completes assessment/recommendations
November 3-14, 2025	DC reviews applications and completes assessment/recommendations
November 17 – December 31, 2025	Vice Chancellor/Dean/Director reviews applications and completes assessment/recommendations
January 2-30, 2026	Chancellor completes assessment applications, completes assessments/recommendations, and notifies applicants
May 1, 2026	Deadline for: <ol style="list-style-type: none"> 1) Faculty scheduled for tenure consideration in 2027-2028 or later to submit a request to the Chancellor to shorten their probationary period for tenure consideration to 2026-2027 2) Faculty to submit a request to the Chancellor for an extension of their probationary period up to two years during their fourth year

cc: Stephen Taylor
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