

On Wed, Feb 12, 2014 at 5:22 PM, Louise Pagotto <[pagotto@hawaii.edu](mailto:pagotto@hawaii.edu)> wrote:  
Dear DCs,

Per the letter from ACCJC, we will need to show evidence that we have completed all the recommendations and that we have implemented the new lecturer eval policy and the five-year review policy. I'll be working with the other admin folks to take care of the 5-year review schedule once we get the info on who has done a contract renewal or tenure/promotion document in the last 5 years and doesn't need to do a five-year review. **But the department needs to have documentation of a process for 5-year review.** So make sure that such a document exists for your department and that it complies with the new policy. Of special note is the intro paragraph: "The University of Hawai'i Community Colleges (UHCC) are committed to effective teaching and successful learning. Given that commitment, and in accordance with Board of Regents policy, **all community college faculty are evaluated at least every five years. These evaluations are based on the faculty classification plan which documents faculty expectations at each rank.**" Please send me an e-copy of your five-year review process by the end of Spring semester.

As for lecturer evals, here's what I'd like to get from you by the end of the Spring semester:

1. Documentation of the process used for lecturer evaluations & the guidelines for the lecturer self assessment documents.
2. A timetable for evaluating all the current lecturers in your department.
3. An e-copy of ONE lecturer self assessment document and your response.

I will archive all of this as evidence that we have complied with ACCJC's mandate.

Staggering the review process will make the work somewhat more doable. I tried my hand at creating a spreadsheet to help you plan out the schedule, if you need the help. Otherwise, ignore me. See attached.

The guidelines & schedule for those being reviewed in Spring 2014 need to be done pretty soon, since the deadline for submission is April 1. So don't wait until the end of the semester to do that part.

Call if you need help or have questions. Louise

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