

I. KAHIKOLUAMEA GUIDELINES FOR THE FIVE-YEAR REVIEW DOCUMENT

Kahikoluamea's guidelines for five-year review are designed to reflect the college's commitment to excellence. Your submitted document should be aligned to your current rank and responsibilities, available at: quill.kcc.hawaii.edu/page/facultyforms.html. Please use these criteria as your guide: a handy checklist of each rank in table format is available in the Resource file on our department Lulima site.

Using the format of an academic Curriculum Vitae (CV), please submit not more than one page listing your achievements and activities in each of the following areas:

- 1. Primary Duties**
- 2. Professional Development**
- 3. College / Community Service**
- 4. Leadership**

Please organize the CV chronologically, starting from five years ago and ending with the current year.

For each activity, include the year, a brief description of the activity, and evidence or outcomes relating to the quality of the contribution (ie: if you attended a conference, what specific practices did you implement afterwards? If you delivered a workshop, how was it rated by the participants? For your teaching, how did students meet the SLOs or how were you rated by ecafe or other self-evaluation?)

An asterisk (*) may be used to indicate the activities for which compensation or non-instructional teaching equivalencies were received. Evidence relating to the quality of these contributions must also be included.

Please submit your 5 Year Review document with the attached cover form.

