

MIAMI DADE COLLEGE  
**Checklist for  
Faculty Applying for Continuing Contract  
2013-2014**

The Faculty Continuing Contract packet must

- Be submitted to the chairperson/immediate supervisor no later than **4:30 pm on January 25, 2014.**

▪ Include:

**Letter of Application** submitted to the department chairperson.

**Copies of Official Transcripts** (*Official transcript must be on file in Human Resources*)

- Proof the approved EDG 5325, Analysis of Teaching course was completed.

### **Self-Assessments**

**For faculty members hired with the start date of August 2011 (Term 2011-1):**

- Submitted by February 15, 2012
- Submitted by February 15, 2013
- Submitted by October 30, 2013

**For faculty members hired with the start date of January 2012 (Term 2011-2):**

- Statement of goals for 2011-2, 2011-4 and 2012-1
- Submitted by February 15, 2013
- Submitted by October 30, 2013

### **Performance Reviews**

**For faculty members hired with the start date of August 2011 (Term 2011-1):**

- Completed by March 1, 2012
- Completed by March 1, 2013
- Completed by January 20, 2014

**For faculty members hired with the start date of January 2012 (Term 2011-2):**

- Statement of goals for 2011-2, 2011-4 and 2012-1
- Completed by March 1, 2013
- Completed by January 20, 2014

**Student Feedback** (*for each term, all sections are to be included [including overload] using college instrument*)

**For faculty members hired with the start date of August 2011 (Term 2011-1):**

- 2011-1
- 2011-2
- 2011-4 (A and/or B)
- 2012-1
- 2012-2
- 2012-4 (A and/or B)
- 2013-1

**For faculty hired with the start date of January 2012 (Term 2011-2):**

- 2011-2
- 2011-4 (A and/or B)
- 2012-1
- 2012-2
- 2012-4
- 2013-1