

MIAMI DADE COLLEGE
Checklist for
Faculty Applying for Continuing Contract
2016-2017

The Faculty Continuing Contract packet must:

- Be submitted to the chairperson/immediate supervisor no later than **4:30 pm on January 25, 2017**.
- Include:
 - Letter of Application** submitted to the department chairperson
 - Copies of Official Transcripts** (*Official transcript must be on file in Human Resources*)
 - Proof that the approved EDG 5325 or EDU520, Analysis of Teaching course was completed.

Self-Assessments

For faculty members hired with the start date of August 2012 (Term 2012-1)

- Submitted by February 15, 2013
- Submitted by February 15, 2014
- Submitted by February 15, 2015
- Submitted by February 15, 2016
- Submitted by October 30, 2016

For faculty members hired with the start date of January 2013 (Term 2013-2)

- Statement of goals for 2012-2, 2012-4 and 2013-1
- Submitted by February 15, 2014
- Submitted by February 15, 2015
- Submitted by February 15, 2016
- Submitted by October 30, 2016

Performance Reviews

For faculty members hired with the start date of August 2012 (Term 2012-1)

- Completed by March 1, 2013
- Completed by March 1, 2014
- Completed by March 1, 2015
- Completed by March 1, 2016
- Completed by January 20, 2017

For faculty members hired with the start date of January 2013 (Term 2012-2)

- Statement of goals for 2012-2, 2012-4 and 2013-1
- Submitted by March 1, 2014
- Submitted by March 1, 2015
- Submitted by March 1, 2016
- Submitted by January 20, 2017

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

For each semester of feedback, include a schedule from Academic Resources for that term.

For faculty members hired with the start date of August 2012 (Term 2012-1)

- 2012-1
- 2012-2
- 2012-4 (A and/or B)
- 2013-1
- 2013-2
- 2013-4 (A and/or B)
- 2014-1
- 2014-2
- 2014-4 (A and/or B)
- 2015-1
- 2015-2
- 2015-4 A and/or B)
- Fall 2016 (MDConnect Term 2167)

For faculty members hired with the start date of January 2013 (Term 2012-2)

- 2012-2
- 2012-4 (A and/or B)
- 2013-1
- 2013-2
- 2013-4 (A and/or B)
- 2014-1
- 2014-2
- 2014-4 (A and/or B)
- 2015-1
- 2015-2
- 2015-4 (A and/or B)
- Fall 2016 (MDConnect Term 2167)