

**MIAMI DADE COLLEGE**  
**Checklist for**  
**Faculty Applying for Continuing Contract**  
**2014-2015**

The Faculty Continuing Contract packet must

- Be submitted to the chairperson/immediate supervisor no later than **4:30 pm on January 25, 2015.**

▪ 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 2012 (Term 2012-1):**

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

**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 February 15, 2014
- Submitted by October 30, 2014

### **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 January 20, 2015

**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
- Completed by March 1, 2014
- Completed by January 20, 2015

**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 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

**For faculty 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
- 2014-1