

MIAMI DADE COLLEGE  
Checklist for  
Faculty Applying for Continuing Contract  
2015-2016

The Faculty Continuing Contract packet must:

- Be submitted to the chairperson/immediate supervisor no later than **4:30 pm on January 25, 2016**.
- 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 2011 (Term 2011-1)**

- Submitted by February 15, 2012
- Submitted by February 15, 2013
- Submitted by February 15, 2014
- Submitted by February 15, 2015
- Submitted by October 30, 2015

**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 February 15, 2014
- Submitted by February 15, 2015
- Submitted by October 30, 2015

**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 March 1, 2014
- Completed by March 1, 2015
- Completed by January 20, 2016

**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 March 1, 2013
- Submitted by March 1, 2014
- Submitted by March 1, 2015
- Submitted by January 20, 2016

**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 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
- 2013-2
- 2013-4 (A and/or B)
- 2014-1
- 2014-2
- 2014-4 (A and/or B)
- 2015-1

**For faculty members 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 (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