

MIAMI DADE COLLEGE
2009-2010 Checklist for
Faculty Applying for Continuing Contract



The Faculty Continuing Contract packet must

- Be submitted to the chairperson/immediate supervisor no later than **4:30 pm on January 25, 2010.**
- 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 2007:

- Submitted by February 15, 2008
- Submitted by February 15, 2009
- Submitted by October 30, 2009

For faculty members hired with the start date of January 2008:

- Statement of goals for 2007-2, 2007-4 and 2008-1
- Submitted by February 15, 2009
- Submitted by October 30, 2009

Performance Reviews

For faculty members hired with the start date of August 2007:

- Completed by March 1, 2008
- Completed by March 1, 2009
- Completed by January 20, 2010

For faculty members hired with the start date of January 2008:

- Statement of goals for 2007-2, 2007-4 and 2008-1
- Completed by March 1, 2009
- Completed by January 20, 2010

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 2007:

- 2007-1
- 2007-2
- 2007-4 (A and/or B)
- 2008-1
- 2008-2
- 2008-4 (A and/or B)
- 2009-1

For faculty hired with the start date of January 2008:

- 2007-2
- 2007-4 (A and/or B)
- 2008-1
- 2008-2
- 2008-4 (A and/or B)
- 2009-1