

Timeline for Five-year Reviews

(Effective 06/23/15, reviewed February 2021)

1. VCAA or VCSA notifies faculty who are up for five-year review by **September 1**.
2. Faculty turn in five-year report to Department Chairs or equivalent for review by **December 1**.
3. Department Chairs or equivalent meet with faculty and provide feedback to faculty by **February 1**.
4. Department Chairs or equivalent submit completion reports to the VCAA or VCSA by **February 15**.
5. VCAA or VCSA submits a completion report to the Chancellor by **February 28**.

In compliance with Board of Regents [Executive Policy 9.203](#) and [UHCCP #9.203](#), faculty are required to submit self-assessments every five years if they have not undergone evaluation in the preceding five years. The Five-year Review Procedures can be found on our Kapi'olani Community College website under [Policies, K9.203](#).

If a faculty member who is eligible for a Five-year Review retires during the academic year s/he is eligible, the faculty member must complete [K9.203 Attachment to Policy](#) and turn it in to his/her the VCAA or VCSA. If the faculty member does not retire on the date indicated, s/he is required to submit documentation for review within 30 days of that date.