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## TENURE REVIEW & FACULTY EVALUATION MANUAL

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### Suggested Tenure Review Timeline for Evaluation of Instructional & Non-Instructional Probationary Faculty

Suggested procedures and timelines appear below. Prior to the beginning of the Fall Semester, the Assistant Superintendent/Vice President for Human Resources will prepare a calendar and schedule of orientation meetings for the current year in consultation with the Tenure Review Coordinator.

<b>By this time:</b>	<b>Activity to have been completed:</b>	<b>Person responsible:</b>
Prior to the beginning of the Fall semester	Within one month of hire, the Dean nominates tenured discipline faculty, upon consultation with Dept. Chair, to serve on new faculty member's Tenure Review Committee as well as replacements that may be necessary due to sabbaticals, retirements, etc. Dean/Director informs the faculty member of this nomination and the person accepts.	Dean
	Whenever possible, the Academic Senate President, with assistance from the Tenure Review Coordinator, will compile an updated list of eligible At-Large members and will appoint them accordingly to new Tenure Review Committees within one month of hire or those committees in need of At-Large replacements.	Academic Senate President
By the end of August*	Deans confirm all new committee members from their areas.  Acad. Senate President appoints At-Large committee members for new Tenure Review Committees and assigns replacements on others as necessary in consultation with TR Coordinator.	Dean  Academic Senate President
September* mandatory	All new members of a Tenure Review Committee or any untrained replacement Tenure Review Committee members must complete a mandatory Tenure Review training session available on the TR website or in person. All tenure review documents and forms are reviewed. New Tenure Review Candidates are apprised of pertinent dates and procedures.	TR Coordinator
	All other standing Tenure Review Committees and Candidates will be informed of any changes in policy, documents, or procedures as well as of pertinent dates.	TR Coordinator
September* mandatory	Committee meets without the tenure review candidate to select a committee Chair & establish a meeting and observation schedule, using the Committee Calendar form that is available on the website. Tenure Review Coordinator must be invited to meeting.	Dean

	<p>Committee invites Tenure Review Candidate at end of meeting for a “meet &amp; greet” and to review the Tenure Review Procedures. The “meet &amp; greet” is only mandatory for year one candidates. In years two-four, the “meet &amp; greet” is optional.</p> <p>One committee member may phone in by conference call if necessary for any mandatory meeting.</p>	
September*	A copy of the Committee Calendar Form which includes observation assignments will be sent to the candidates, committee members, Assistant Superintendent/Vice President, Academic Affairs or Assistant Superintendent/Vice President, Student Affairs, Assistant Superintendent/Vice President, Human Resources, and Tenure Review Committee. Candidates will receive a copy at least one week prior to the beginning of the evaluation period.	Committee Chair
End of Sept. to the end of Oct.*	The Tenure Review Portfolio, which contains a Self-Evaluation Statement, an updated Curriculum Vita, class syllabi, sample test/class materials and any written material deemed necessary by the Tenure Review Candidate, is submitted to committee Chair at the discretion of the committee. Candidate must receive at least one week’s notice of the due date in writing. One portfolio will be shared by all committee members.	TR Candidate
Sept. to Oct.*	5-week evaluation period begins: Classroom/activity observations conducted	each member *Responsible Assistant Superintendent/ Vice President does the evaluation for 4 <sup>th</sup> -year candidates as the ‘administrator’.
Within one week of observation	Post- evaluation reports are individually discussed with candidate. The evaluation is kept safe with the committee member-until the Summary Evaluation meeting takes place.	each member *Responsible Assistant Superintendent/ Vice President does the evaluation for 4 <sup>th</sup> -year candidates as the ‘administrator’.
Early October*	Student evaluations for non-instructional faculty conducted	Dean
Early October*	Student evaluations for instructional faculty conducted (only registered students may evaluate instructional faculty)	Human Resources
End of October *	Human Resources notifies School/Center offices that the student evaluation results are available online.	Human Resources

By end of October*	Evaluation period ends (a 5-week evaluation window)	
End of October*	Designated staff members of each School/Center will be able to access results of student evaluations online.	School/Center and Human Resources
Early November*- Mandatory	The committee meets without the candidate to review all class evaluations and materials. The Summary Evaluation is drafted by the group. Tenure Review Coordinator must be invited to review the evaluations & summary comments as well as to ensure that the packet is complete.  One committee member may phone in by conference call if necessary for any mandatory meeting.	Committee Chair
By the end of Nov. – Mandatory*	Committee meets with candidate to review Summary Evaluation and inform the candidate of the committee’s recommendation  Note: Tenure Review Coordinator is not normally invited to this meeting but will attend if requested.  One committee member may phone in by conference call if necessary for any mandatory meeting.	Committee Chair
By the end of November*	The committee Chair will provide a copy of the candidate’s entire Tenure Review Packet (including all evaluation documents with signatures) for the candidate before it is submitted to the administrative secretary. Committee Chair must provide the School/Center administrative secretary a completed and signed packet for each tenure review candidate.	Committee Chair  School/Center Secretary
By the start of December*	School/Center secretary must have all packets reviewed & completed prior to requesting the TRC visit the School/Center office for review & pick-up of all packets.  The completed Tenure Review Packet will be placed in a file folder and will include in this order: (NOTE: Original signatures must be on the color paper, not copied from another source/paper) <ul style="list-style-type: none"> <li>• A typed cover sheet on the front of each packet identifying the names of the Candidate, the School/Center and the committee members (white paper)</li> <li>• Recommendation Form to the Supt/Pres. from the committee Chair (white paper)</li> <li>• Candidate’s Self-Evaluation Statement (blue paper)</li> <li>• Class/Activity Evaluation forms (green paper)</li> <li>• Syllabi Checklists (pink paper) (one for every course the instructor is currently teaching)</li> <li>• Summary Evaluation form (yellow paper)</li> <li>• Copy of the Candidate’s updated CV/resume (white paper)</li> </ul>	School/Center Secretary  TR Coordinator  NOTE: Actual signatures must be on the color paper, not duplicated from another sheet.

	<ul style="list-style-type: none"> <li>• Student Evaluations (white paper)</li> </ul>	
Beginning of December*	The completed Tenure Review Packets are delivered to the responsible Assistant Superintendent/ Vice President for his/her review.	Tenure Review Coordinator
By early January*	The responsible Assistant Superintendent/Vice President will have reviewed all Tenure Review Packets along with the recommendation memo for each TR candidate and will have delivered the packets to the Superintendent/President for final approval.	Assistant Superintendent/ Vice President
In mid January*	Superintendent/President reviews all the Tenure Review Packets and forwards recommendations for inclusion on the March Governing Board agenda.  Office of the Superintendent/President sends the original recommendation letters to Human Resources for distribution.	Supt/President  Supt/President's Office Human Resources
By the end of January*	The Tenure Review Coordinator will follow-up to ensure that all completed and reviewed Tenure Review Packets are in Human Resources' possession.	TR Coordinator
By the first week in February*	A list of faculty names for inclusion on the March Governing Board agenda for approval of tenure year is sent after consultation between Human Resources and the Tenure Review Coordinator to assure accuracy. A copy is forwarded to the Tenure Review Coordinator.	Human Resources
At March Governing Board Meeting*	Board determines the status of each Tenure Review Candidate. Written notification must be given to those candidates that will not be rehired by March 15 in conformance with Ed. Code Article II §87609.	Governing Board

\*Note: All dates are subject to change according to each academic year.

Dates in bold are mandatory meetings for all committee members. One committee member may phone in by conference call if necessary for any mandatory meeting.

Any and all changes to this timeline must receive prior approval from the Tenure Review Coordinator.