![SWC Southwestern College logo]

TENURE REVIEW COMMITTEE CALENDAR FORM
Fall 2023

Tenure Review Candidate: _____

Committee Chair: _____, Peer Member

Committee Members: _____, School/Center Dean

_____, Peer Member

_____, Member at Large

This form must be completed and emailed to everyone listed at the bottom by the end of the day on 9/13/23.

Dates:

(On or before 9/13/23)
Meeting Date:
Time:

Committee meets **without Candidate** to select/confirm the Committee Chair and establish meeting and visitation schedule. At the end of the meeting, the Candidate is invited for a "meet & greet" with the committee members if the candidate is in the first year of evaluation or at the discretion of the committee for a 2nd through 4th year evaluation cycle. **Tenure Review Coordinator (TRC) is invited to this meeting.**

Portfolio Due:
Between 9/25 - 10/20/23

All tenure track faculty will submit an electronic self-evaluation, CV, and a syllabus for each course being taught via email or Google Docs to their committee members for review by the deadline established by the committee. No other portfolio materials will be accepted.

Evaluation Window:
Between 9/18 - 10/21/23

Committee members visitation responsibilities—notification to Candidate via this memorandum:

Class: _____ section - _____ (Dean)

Class: _____ section - _____ (Chair)

Class: _____ section - _____ (Peer)

Class: _____ section - _____ (Member At-Large)

Post-visitation meetings established individually **within one week of visit.**

9/29 - 10/13/2023

Student Evaluations conducted (distributed by Human Resources)

9/29 - 10/20/2023

Student Evaluations conducted for librarians (distributed by TR committee chair)

Committee Meeting Dates:

On or before **11/07/2023**:

Committee meets **without Candidate** to review all tenure review materials and to draft Summary Evaluation report. **Bring draft comments to include on yellow Summary Evaluation (hand written okay).** Committee also drafts report to Superintendent/President and Candidate. **TRC is invited to this meeting**.

(Time, place)

On or before **11/17/2023**:

Committee meets **with Tenure Track Candidate** to report findings and recommendations.

_____

(Time, place)

Cc: Vice President for Human Resources
     Cognizant Vice President for Academic Affairs or Student Affairs
     Tenure Review Coordinator
     Tenure Review Committee Members
     Tenure Review Candidate