



Tenure Review

New Faculty Orientation

Southwestern College

Welcome!

Tenure Review is the period during which prospective members of the SWC faculty are reviewed for tenure or reappointment.

“At its conclusion, a decision will be made that is designed to strengthen and support instruction and the academic integrity of the College’s programs.”

Tenure Review

- ▶ is best understood as a continuation of the search and selection process.
- ▶ is intended to be comprehensive, fair, and humane.
- ▶ is acknowledged as a rigorous process.
- ▶ Procedures can be found in the [Tenure Review & Faculty Evaluation Manual](#) on the SWC website.

Purpose:

To ensure that every SWC faculty member is evaluated in accordance with

- ▶ California Education Code, Title 5 regulations, and
- ▶ policy and procedures agreed upon and adopted by this District by way of the SCEA.

A *contract faculty member* is a probationary employee [“Tenure Track”] & must be evaluated *once a year*.

Once tenure is granted (if reemployed after the 4th year), the faculty member is a permanent employee.

4-Year Process: Contracts

Please representatives of the Southwestern College Education Association (SCEA) or Human Resources for details regarding contracts.

First Contract: A *contract employee* who serves a complete academic year [75%] may be reemployed or terminated by March 15.

Second Contract: A *contract employee* in a 2nd consecutive contract year may be reemployed or terminated by March 15. [May be a 2-year contract]

Third Contract: A *contract employee* in a 3rd consecutive contract may be reemployed or terminated by March 15. This is a two-year contract.

If reemployed after the fourth year, the employee must be granted tenure.

Timelines

Tenure Review Committee Calendar Form

- Specific to each Candidate's tenure review committee and process.
- Lists deadlines for an individual Candidate's process.
- Created by committee members at Meeting #1.

Tenure Review Institutional Timeline Calendar

- A general calendar followed by all tenure review committees and the District.
- States deadlines for the entire tenure review process from setting committees to Governing Board approval.
- Created by the Southwestern College Education Association (SCEA) and the District.

4 Members of a Tenure Review Committee

One Administrator (Dean/Director)

- in year 2, 3, or 4 the candidate's Vice President completes an evaluation in lieu of the Dean or Director

Two Tenured Faculty Members

- from Candidate's discipline or department (or School, if necessary)
- identified by the Dean or Director in consultation with the Department Chair.
- one of these two will be selected to serve as the Chair of the committee.

One At-Large Member

- from another School identified by the Academic Senate President

(The TRC is present at meetings to provide guidance.)

Evaluation Forms & Tenure Review Website

Tenure Review Website:

<https://www.swccd.edu/administration/tenure-review-and-faculty-evaluation/index.aspx>

It is highly recommended that you familiarize yourself with the following evaluation documents

- ▶ Self-Evaluation Form
- ▶ Full-time Faculty Evaluation Forms
- ▶ Syllabus Checklist
- ▶ Summary Evaluation Form

Criteria for Evaluation

Tenure Review & Faculty Evaluation Manual

- ▶ Classroom evaluations (at a minimum of 50 minutes) or activity evaluations.
- ▶ Student evaluations
- ▶ Tenure Review Portfolio (updated annually) submitted to committee members electronically.
 - ▶ Updated Curriculum Vitae (CV)
 - ▶ A Faculty Self-Evaluation Statement (form is on the website)
 - ▶ A course syllabus and for each course being taught
- ▶ Additional criteria as determined prior to the evaluation period and submitted in writing to the Candidate
- ▶ Discussions with the Candidate and other first-hand information known or observed by committee members (see Manual page 8 (#3), 16 (24), 22 (#3))

Five Areas of Evaluation:

Tenure Review & Faculty Evaluation Manual & in accordance with California Education Code

- 1. Teaching/Performance Effectiveness:** Performance in teaching, non-instructional services, or primary responsibilities
- 2. Institutional Commitment:** Actively participating in collegial governance and campus life.
- 3. Professional Activities:** Continuing professional growth and participation in professional activities.
- 4. Student Relations:** Demonstrating respect for students' rights, needs, & diverse academic, social, economic, cultural, disability, and ethnic backgrounds.
- 5. Collegial Relations:** Demonstrating respect for colleagues, other college staff, & the teaching profession

These same 5 areas are on the *Self* and *Summary* Evaluation forms.

TR Committee Meetings

MANDATORY MEETING #1: Committee members meet *without* the candidate. Committee members invite the candidate for a meet and greet in year 1 (optional in years 2-4). A committee calendar is created and given to the candidate.

Before meeting #2:

- Classroom visitations or task observations are conducted. (Post-visitation or activity observation discussed with Candidate *within a week*. A copy is given to the Candidate after signing.)
- Student evaluations are conducted.
- Portfolio is submitted (due date determined by the committee and stated on timeline)

MANDATORY MEETING #2: The Committee meets without the Candidate to review evaluations and materials. The Summary Evaluation is drafted (which states the Committee's recommendation).

MANDATORY MEETING #3: Committee members meet with Candidate to review the Summary Evaluation.

Summary Evaluation

At the end of the process, committee members select one of the following 3 recommendations:

Satisfactory

Needs Improvement

(which requires a *documented improvement plan* by the Committee to the Candidate)

Unsatisfactory

What if I have a problem?

Minor problems: Hopefully, there can be resolution of the misunderstanding within the Committee. The TRC is available to help.

Major problems: a grievance can be filed.

- A grievance is a legal means of complaining that established District procedures were not followed.
- It is within an employee's rights to request a grievance if he/she feels that she/he has been unfairly treated.
- Grievance procedures are explained in the SCEA Contract as well as the *Tenure Review and Faculty Evaluation Manual*.
- The TRC is available to help a candidate contact the Southwestern College Education Association (SCEA) for assistance.

Questions or Concerns?

Tenure Review Coordinator

- Rebecca Wolniewicz
- Office Locations: 104C (TRC office) or 36-106 (faculty office)
- Email: rwolniewicz@swccd.edu
(the best way to contact Rebecca)

Your Dean or Director

Your Committee Chair

President of our Local Faculty Association (SCEA)

- Rob Shaffer
- Office Location 104
- Phone ext. 5567
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