



Tenure Review

Committee Member Training

Tenure Review (TR) Philosophy

“The period during which prospective members of the Southwestern College faculty are reviewed for tenure or reappointment is best understood as a continuation of the search and selection process...It is intended that the tenure review process be comprehensive, fair and humane. It is acknowledged that it is a rigorous process.”

Tenure Review: Regulations

To ensure that every Southwestern College faculty member is evaluated in accordance with California Education Code, Title 5 regulations and the policy and procedures agreed upon and adopted by this District by way of the SCEA.

- ▶ A contract faculty member is a probationary employee [at SWC referred to as “Tenure Track”]
- ▶ Tenure track candidates must be evaluated once a year.
- ▶ Once tenure is granted (if reemployed after the 4th year), the faculty member is a permanent employee.

During the Tenure Review Process

Recommended:

- ▶ Starting with year 1, provide a candid critique of the candidate's performance including honest and specific feedback and detailed recommendations.
- ▶ Clearly and accurately document concerns, as well as recognize praises and strengths, from the beginning of the process so that there is a foundation to build upon in future evaluations.

“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.”

Evaluation Forms & TR Website

Tenure Review Website:

- ▶ <https://www.swccd.edu/administration/tenure-review-and-faculty-evaluation/index.aspx>
- ▶ Or search the term “Tenure Review” on the SWC home page.
- ▶ Click the “Forms” box or “forms” links on website.

Tenure Review evaluation procedures can be found in the [Tenure Review & Evaluation Manual](#) posted on the same website.

Note: Check for any Memorandums of Understanding (MOUs) agreed upon by SCEA and the District.

Confidentiality Agreement

The Confidentiality Agreement protects faculty members serving on the committee and the District from liabilities.

- ▶ All members sign a confidentiality agreement at the start of each year's TR committee process.
- ▶ Signed forms are returned to the TRC.

Discussions about a Candidate's performance evaluation should only take place during official meetings.

- ▶ All members should be present, and confidentiality must be maintained.

Candidates do not sign a confidentiality agreement which allows them the ability to seek help both within and outside the TR Committee.

Use of Email, Zoom, and Adobe Sign

Committee Member Training can be completed through Zoom or the online training and quiz on the [Tenure Review Training page](#).

Committee meetings will be conducted via Zoom. (One committee member may phone in by conference call if necessary for any mandatory meeting.)

All signatures on documents will be obtained via Adobe Sign. **Training videos for use of Adobe Sign are available on the Tenure Review website.**

Tenure Review Committee: Composition

4 Voting Members (and a TR Coordinator may attend as a resource member)

- **One Administrator: Dean/Director or Vice President:** The VP does the classroom or activity visitation once in year 2, 3, or 4.
- **Two tenured faculty members (peer evaluators)** from Candidate's discipline or department (or School, if necessary) identified by the Dean or Director in consultation with the Department Chair
- **One At-Large member** from another School identified by the Academic Senate President
- Each committee will choose a **Chair** from the two peer members serving.

All Committee Members will sign a confidentiality statement.

Expectations for Committee Members

All Members:

- ▶ Be as objective as possible
- ▶ Be constructive in their criticism
- ▶ Maintain confidentiality
- ▶ Use District-approved forms and follow all timelines and guidelines

Responsibilities of the Chair:

- ▶ Schedules Meetings 2 & 3. The TR Coordinator is invited to meetings 1 & 2.
- ▶ Send out the TR Individual Committee Calendar to all listed on form.
- ▶ Prepare the Candidate's packet & submit it to the School's/Center's Administrative Secretary

Note: Sometimes the Administrative Secretary will do the first two tasks on behalf of the Chair

Criteria for Evaluation

Tenure Review & Faculty Evaluation Manual

Classroom/Activity Evaluations: a minimum of 50 minutes

Student Evaluations: Nearly all will be done electronically, but a few exceptions apply.

Tenure Review Portfolio: updated annually (submitted to committee members electronically via email or restricted Google Docs).

The only portfolio materials to be accepted are:

- ▶ Updated Curriculum Vitae (CV)
- ▶ Faculty Self-Evaluation statement (Form on website)
- ▶ For classroom evaluation, a course syllabus from each course taught.

Committee members can only use discussions with the Candidate and other first-hand information known or observed personally.

Five Areas of Evaluation :

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

Note: These 5 areas are the same 5 areas on the Faculty Self-Evaluation Statement and the Summary Evaluation form.

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

TR Timeline Calendar

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).

- ▶ Classroom visitations or task observations are conducted.
 - ▶ Post-visitiation 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)

MANDATORY MEETING #2: The Committee meets without the Candidate to review evaluations and materials. At this time, the Summary Evaluation is drafted, which gives shows the Committee's recommendation.

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

Online / Hybrid Evaluations

- ▶ For probationary faculty, only 50% of teaching load can be online.
- ▶ Online faculty evaluators should have completed the relevant online training for teaching online courses.
- ▶ Training videos are available on the website to help evaluators navigate the new online evaluation forms.

Forms

- ▶ All forms are available on the Tenure Review website.
- ▶ Signatures are required on evaluation documents.
- ▶ Please use the candidate's full, legal name

Selecting an Evaluation Form:

- ▶ If a class/activity in a modality that is delivered 51% or more online asynchronously, Form O will be used.
- ▶ If a class/activity in a modality that is delivered 51% or more online synchronously, Form A will be used.
- ▶ Form O will be used for all 500 courses.

The Summary Evaluation:

Summary Evaluation - Three Recommendations:

- ▶ Satisfactory
- ▶ Needs Improvement
- ▶ Unsatisfactory

A **Needs Improvement** requires a documented plan from the Committee on steps the Candidate can do to attain a “Satisfactory” the following year.

- ▶ A Needs Improvement is *not* a common recommendation in the Candidate’s **fourth year** of the tenure review process.

What if there is a problem?

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

THANK YOU FOR YOUR SERVICE!

You can discuss the TR process with the following people without breaching confidentiality:

- ▶ A Tenure Review Coordinator, Office Location 104C
- ▶ SCEA President, Office Location 104