

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TENURE REVIEW COORDINATOR

BASIC FUNCTION:

Serves under the direction of the Vice President for Academic Affairs and, when appropriate, the Vice President for Student Affairs. Acts in consultation with the President of the Academic Senate. Coordinates the execution of the District's Tenure Review Policies and Procedures. Serves for a three-year term during which the majority of the coordinator's faculty load will be on the main campus. May reapply for subsequent terms upon completion of any regular term.

REPRESENTATIVE DUTIES:

1. Assists School Deans and the President of the Academic Senate in the selection of the tenure review committee members, as consistent with mutually agreed upon policies and procedures.
2. Monitors and coordinates compliance with the diversity provisions of AB 1725 limited to the composition of tenure review committee. The monitoring process may include, but does not require, the attendance of the Tenure Review Coordinator at selected Tenure Committee meetings.
3. Provides on-going, in-service and staff training for all tenure review committee members, as jointly agreed to by the Academic Senate, SCEA, and the District. (Reviews policies, criteria, procedures and timelines with all members of review committees).
4. Provides initial tenure review orientation for new, contract (probationary non-tenured), academic staff, as jointly agreed to by the Academic Senate, SCEA and the District.
5. Annually coordinates with the Human Resources Office the establishment of a calendar that reflects tenure review timelines to be used by committees and contract (probationary, non-tenured) faculty members that adheres to the requirements of Education Code provisions pertinent to tenure review.
6. Responsible for familiarization with all California Education Code statutes and California Code of Regulations Title 5 provisions that pertain to tenure review and acts as a resource for School Deans, committee chairs, the Academic Senate, and Human Resources staff on any such provisions.
7. Acts as a fair and impartial monitor and facilitator of the tenure review process in all Schools and Departments to ensure compliance with pertinent Education Code and Title 5 provisions and is responsible to the President of the Academic Senate and the Vice President for Academic Affairs when allegations of non-compliance emerge.

8. Attempts to resolve issues with the tenure-committee chairs prior to Due Process Procedures being initiated.
9. Encourages compliance with the tenure review philosophy as adopted by the Academic Senate in all Schools and Departments while remaining sensitive to academic freedom and to the diversity that exists among the College's various Schools and programs.
10. Periodically recommends needed modifications of the Tenure Review Policies and Procedures, and related forms, to the Academic Senate, SCEA, and the District.
11. Acts as a resource to the entire staff regarding the tenure review process.

ELIGIBILITY: Appointment to this position is by the President of the SCEA in consultation with the Academic Senate. Successful candidate must be a full-time member of the Southwestern College faculty with tenure, must have a subsequent two years of full-time faculty service to Southwestern College, must have served as a member of at least one tenure review committee at Southwestern College, or must have demonstrated equivalent college-wide institutional experience.

DESIRABLE QUALIFICATIONS: Demonstrated coordination skills, organizational skills, mediation skills and the ability to communicate effectively both orally and in writing.

COMPENSATION: Coordinator will receive no less than 40% reassigned time in the fall semester and 40% reassigned time in the spring semester. For work to be done in the summer in preparation for the year's tenure process, a stipend will be negotiated.

STARTING TIME: Summer 2004 for six to eight weeks during which time the coordinator will hold meetings with Committee Chairs, Department Chairs, School Deans, Academic Senate, SCEA, Office of Staff Development, and Office of Human Resources. The Coordinator will prepare fall in-service and staff training plans for all new tenure review committee members and design a tenure review orientation for new contract (probationary non-tenured) academic staff.

Clerical support staff is being worked out currently.

EVALUATION: This position will undergo a yearly evaluation for reappointment. At the end of the third year the position of coordinator will then be opened campus wide at which time the current coordinator can reapply.

Initially ADOPTED BY THE GOVERNING BOARD SEPTEMBER 5, 1990

REVISED March, 2004 to be presented to Governing Board in April 2004 for adoption