



**The Tenure Review Cheat Sheet**  
**Frequently Asked Questions/Information Packet**

**Tenure Review Office**  
**104C**

**Extension 6706**

**Tenure Review website**  
[www.swccd.edu/tenure-review](http://www.swccd.edu/tenure-review)

**Tenure Review Coordinator**  
**Claire Utgaard**

**Appointments with Tenure Review Coordinator**  
**available as needed**

**Frequently Asked Questions (FAQs) regarding Tenure Review**

**Question:****Answer:**

1. Who appoints School faculty to a tenure review committee?	The School Dean appoints faculty from his/her School after consultation with the Department Chair.
2. Who appoints the At-Large member to a tenure review committee?	The Academic Senate President appoints faculty from outside the Candidate's School.
3. How do we know what to do when?	Please refer to the <b>Tenure Review Timeline Calendar</b> , which is on our website, or request one from Claire, even if you think you already know the dates. Dates change from semester to semester.
4. I'm a new/replacement member on a tenure review committee. How can I get trained for Tenure Review purposes?	Training workshops will be offered at the beginning of fall semester. In addition, training can be done online for your convenience. Simply go to the Tenure Review website and click on "Training". You can view the PowerPoint for training and complete the training in this manner from your office or home. Claire will also assist you in-person.
5. Where can I find the necessary forms?	Forms can be found on our website at <a href="http://swccd.edu/index.aspx?page=2032">http://swccd.edu/index.aspx?page=2032</a> . If you need assistance locating forms, feel free to contact the Tenure Review Office at ext. 6706.
6. What is the responsibility of the School Office staff regarding Tenure Review?	<p><b>The School Office is responsible for:</b></p> <ul style="list-style-type: none"> <li>• Informing Tenure Review Coordinator of faculty members assigned to TR Committees &amp; new hires.</li> <li>• Reminding faculty members of Tenure Review Timeline deadlines.</li> <li>• Organizing Tenure Review documents in their own office.</li> <li>• Acting as a repository for completed Tenure Review Packet prior to final review.</li> <li>• Enforcing the color coding of documents to be submitted in each completed tenure review packet for final review.</li> <li>• Ensuring a final check of completed Tenure Review documents by the Tenure Review Coordinator prior to submission to the cognizant Vice President and the Superintendent/President for final approval.</li> </ul>
7. What is new regarding evaluations and/or the tenure review process?	<p>The <u>Tenure Review &amp; Faculty Evaluation Manual</u> contains procedures, forms and rubrics to be used for tenure review purposes, evaluation of full-time and part-time faculty members.</p> <p>It is imperative that each faculty member review the sections of the manual regarding the type of evaluation they are doing or undergoing.</p> <p>We are now using new user-friendly PDF evaluation forms for faculty evaluation. <b>Adobe Reader is required:</b> All new forms must be opened using Adobe Reader. Anything opened in "Preview Mode" will not function properly. If Adobe Reader is not the default on your computer, please save the form and manually open with Adobe Reader. Please contact <a href="#">Claire Utgaard</a> or <a href="#">Jose Islas</a> if you need assistance or have any questions. Files cannot be transferred between computers using Cloud. Once in Cloud, the format of the form will be disrupted.</p>

<p><b>7. Continued... What is new regarding evaluations and/or the tenure review process?</b></p>	<p>The Self-Evaluation Statement now includes a section for SLOs, as negotiated by the District and SCEA.</p>																
<p><b>8. What is a Tenure Review Portfolio and what sections should it contain?</b></p>	<p>The Tenure Review Portfolio is the tool which the Tenure Review Committee will use to evaluate the Candidate's documents and course materials. Only one copy of the portfolio will be prepared by each Candidate; the committee will share it and can decide how/where to house it. The portfolio will be returned to the Candidate at the final meeting of each tenure review year when the Committee meets to review the summary evaluation with the Candidate.</p> <p><u>It must contain, at a minimum, the following sections:</u>  Candidate Self-Evaluation Statement  An updated Curricula Vita  Course Syllabus for each course  Sample materials &amp; exams for each course  Any other material deemed pertinent by the Candidate.  This is your brag book. It is better to have more information than not enough information.  Please note: Additional criteria can be requested by the Committee with advanced written communication.</p>																
<p><b>9. What is the color-coding system and which documents should be placed in the completed Tenure Review packet? In what order should they be placed?</b></p>	<p><u>Here is the color-coding system and the order in which the final TR packet should be presented to the VP:</u></p> <table border="0"> <tr> <td>Packet Cover Letter</td> <td>= white</td> </tr> <tr> <td>TR Recommendation Form</td> <td>= white</td> </tr> <tr> <td>Summary Evaluation Form</td> <td>= yellow</td> </tr> <tr> <td>Classroom Visitation Forms</td> <td>= green</td> </tr> <tr> <td>Course Syllabus Checklists</td> <td>= pink</td> </tr> <tr> <td>Self-Evaluation Statement</td> <td>= blue</td> </tr> <tr> <td>Updated Curricula Vita</td> <td>= white</td> </tr> <tr> <td>Student Evaluations</td> <td>= white</td> </tr> </table>	Packet Cover Letter	= white	TR Recommendation Form	= white	Summary Evaluation Form	= yellow	Classroom Visitation Forms	= green	Course Syllabus Checklists	= pink	Self-Evaluation Statement	= blue	Updated Curricula Vita	= white	Student Evaluations	= white
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<p><b>10. What if a faculty member gets ill or has to drop out of a Tenure Review Committee?</b></p>	<p>Whenever possible, it is best not to change committee members on a Tenure Review Committee. However, extenuating circumstances do occur which necessitate a change in personnel. In these cases, the faculty member should notify in writing the School Dean, the Academic Senate President and the Tenure Review Coordinator immediately so that a satisfactory replacement can be identified and noted on the Candidate's file as well as on the current Tenure Review listing.</p>																
<p><b>11. What if I need to talk to the Tenure Review Coordinator about a problem with a Committee member, a Candidate or a problem related to Tenure Review?</b></p>	<p>Email Claire Utgaard at <a href="mailto:cutgaard@swccd.edu">cutgaard@swccd.edu</a>, or leave your name &amp; number on the Tenure Review office extension (ext. 6706). You may also call her "teaching office" at ext. 5478 (In fall, this number is checked less frequently). Claire will contact you at her earliest convenience to discuss the matter privately.</p> <p>If your question pertains to evaluation procedures or the timeline, you may look on our website or contact <a href="#">Claire Utgaard</a> via email or at ext. 6706.</p>																

**12. What does the Tenure Review Office do?**

The Tenure Review Office:

- Provides current information regarding Tenure Review on our website.
- Coordinates and prompts Tenure Review training.
- Compiles the Tenure Review Committee List (which includes names of all new and established Tenure Review Committees as well as their tenure standing) as well as the Non-Tenure Track Committee List.
- Distributes Tenure Review Committee Lists to all Schools along with information on Tenure Review.
- Coordinates meetings if a problem arises.
- Works with School office staff to problem-solve or offer support when needed.
- Collects Tenure Review documents and /or materials as needed from Committee Chairs & School Offices.
- Reviews Tenure Review documents to verify that they are complete and correct prior to submission to Vice Presidents & SWC Superintendent/President.
- Forwards original Tenure Review documents to Human Resources at the end of the process and keeps confidential copies of faculty undergoing Tenure Review under lock and key.
- Creates and maintains a database of Tenure Review information.
- Acts as resource for staff, faculty, Dept. Chairs, Deans/Directors and VPs regarding Tenure Review.