The Tenure Review Cheat Sheet

Frequently Asked Questions/Information Packet

2013-2014

Tenure Review Office
104C

Extension 6706

Tenure Review website

http://www.swccd.edu/TenureReview

Tenure Review Coordinator

Candice Taffolla-Schreiber

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 **Tenure Review Timeline Calendar**, which is on our website, Public Folders under Tenure Review, or request one from Valerie, 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 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. Valerie will also assist you in-person.
5. Where can I find the necessary forms?	Some forms can be found on our website at http://www.swccd.edu/TenureReview. For fall 2013, we are piloting new user-friendly .pdf forms to replace our current Word forms. Candice will send these to you directly via email and to minimize confusion—those forms will be deactivated on the website during the pilot. If you need assistance locating forms, feel free to contact the Tenure Review Office @ Ext. 6706.
6. What is the responsibility of the School Office staff regarding Tenure Review?	**The School Office is responsible for**: • informing Tenure Review Coordinator of faculty members assigned to TR Committees & new hires. • reminding faculty members of Tenure Review Timeline deadlines. • organizing Tenure Review documents in their own office. • acting as a repository for completed Tenure Review Packet prior to final review. • enforcing the color coding of documents to be submitted in each completed tenure review packet for final review. • 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.
7. What is new regarding evaluations and/or the tenure review process?	The Tenure Review & Faculty Evaluation Manual contains procedures, forms and rubrics to be used for tenure review purposes, evaluation of full-time and part-time faculty members. Evaluation procedures for all faculty and all evaluation forms have been revised so it is imperative that each faculty member review the sections of the manual regarding the type of evaluation they are doing or undergoing. Approved procedures and forms can be found on the Tenure Review website as well as in Public Folders under Tenure Review for your convenience.

8. What is a Tenure Review Portfolio and what sections should it contain?	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. <u>It must contain, at a minimum, the following sections</u>: Candidate Self-Evaluation Statement An updated Curricula Vita (see sample on website) Course Syllabus for each course Sample materials & 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.
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?	<u>Here is the color-coding system and the order in which the final TR packet should be presented to the VP</u>: 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
10. What if a faculty member gets ill or has to drop out of a Tenure Review Committee?	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 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.
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?	Email Candice at ctaffolla@swccd.edu, or leave your name & number on the Tenure Review office extension (ext. 6706). You may also call her "teaching office" at ext. 5358. Candice will contact you at her earliest convenience to discuss the matter privately. If your question pertains to evaluation procedures or the timeline, you may look on our website or contact Candice via email or at ext. 6706.
12. What does the Tenure Review Office do?	<u>The Tenure Review Office</u>: • 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.