



## Tenure Review & Faculty Evaluation Manual

### SUGGESTED TENURE REVIEW TIMELINES INSTRUCTIONAL AND NON-INSTRUCTIONAL FACULTY 2008-2009

Suggested procedures and timelines appear below. Prior to the beginning of the Fall Semester, the Vice President for Human Resources will prepare a calendar and schedule of orientation meetings for the current year in conjunction with the Tenure Review Coordinator (TRC).

By this time:	Activity to have been completed:	Person responsible:
Prior to the beginning of the 2008 Fall semester	Within one month of hire, the Dean nominates tenured discipline faculty to serve on new faculty member's tenure review committee as well as replacements that may be necessary due to sabbaticals, retirements, etc. and reviews these recommendations with the Department Chair.	School Dean
	Whenever possible, the Academic Senate will compile an updated list of eligible At-Large faculty members and will appoint them accordingly to new tenure review committees within one month of hire or those committees in need of At-Large replacements.	Academic Senate President
By Aug. 29, 2008	Deans announce all new committee members from their Schools/Departments, upon consultation with Dept. Chair.	School Dean
	Academic Senate President appoints new or replacement At-Large committee members for new Tenure Review committees and assigns replacements on others as necessary in consultation with TR Coordinator.	Academic Senate President
<b>By Sept. 5</b> <b><u>Mandatory</u></b>	All new members of a Tenure Review Committee or any untrained replacement Tenure Review Committee members must complete a mandatory online Tenure Review training session available on the TR website. All tenure review documents and forms are reviewed. New Tenure Review Candidates are apprised of pertinent dates and procedures.	TR Coordinator
	All other <u>standing</u> Tenure Review Committees and Candidates will be informed of any changes in policy, documents or procedures as well as of pertinent dates.	TR Coordinator
<b>By Sept. 19</b> <b><u>Mandatory</u></b>	Committee meets <b><u>without the Tenure Review Candidate</u></b> to select a Committee Chair & establish a meeting and visitation schedule. Committee Calendar Form is available on public Folders. TR Coordinator must be invited to meeting.  At end of this meeting, the TR Committee invites <b>new</b> Tenure Review Candidate for a " <b>meet &amp; greet</b> " and briefly reviews the Tenure Review Procedures with the Candidate.	School Dean
By Sept. 22	A copy of the committee calendar form which includes visitation assignments will be sent to TRC. Tenure Review Candidates will receive a copy at least one week prior to the beginning of the evaluation period.	Committee Chair

Oct. 1 to Oct. 31	A Candidate's Tenure Review Portfolio, which should include a Self-Evaluation Statement, an updated CV, class syllabi, sample test/class materials for each course being taught and any written material deemed necessary by the Candidate is submitted to Committee Chair within this period of time at the discretion of the committee. Candidate must receive at least one week's notice of the due date in writing. One portfolio will be shared by all committee members.	TR Candidate
<b>Sept. 29 to Nov. 7</b>	<b>Evaluation period begins:</b> Classroom visitations / activity observations conducted <b>Window of Evaluation: Sept. 29 - Nov. 7</b>	Each member
Within one week of observation	Post- visitation / activity observation individually discussed with Candidate. A copy is given to the Candidate after signing. The evaluation is kept safe with a committee member until the Summary Evaluation meeting.	Each member
Oct. 1 - 14*	Student evaluations for Non-Instructional Faculty conducted	School Dean
Oct. 1 - 14*	Student evaluations for Instructional Faculty conducted (Note: Short Session Classes shall be notified of their student evaluation date.)	Human Resources
Oct. 22*	Designated Staff members of each School will be able to access results online.	School and Human Resources
<b>Nov. 7</b>	<b>Evaluation period ends</b> (a 6-week evaluation window)	
<b>By Nov. 14*</b>  <b><u>Mandatory</u></b>	The Committee meets <b><u>without the Candidate</u></b> to review all class evaluations and materials. The Summary Evaluation is drafted by the group. Tenure Review Coordinator must be invited to review the evaluations & summary comments as well as to ensure that the packet is complete.	Committee Chair
By Nov. 21	If a committee has concerns, an " <b>Early Alert</b> " form, which is on public folders, must be sent to the Tenure Review Coordinator, who will share this info with the Cognizant Vice President , who will in turn consult with the Superintendent/President.	Committee Chair
Nov. 21 to Dec. 1	Additional class visitations completed if deemed necessary.	Each member
<b>By Dec. 12</b>  <b><u>Mandatory</u></b>	Committee meets <b><u>with Candidate</u></b> to review summary evaluation and inform the Candidate of the Committee's recommendation. <b>Note:</b> Tenure Review Coordinator is not normally invited to this meeting.	Committee Chair
By Dec. 16, 2008	The completed Tenure Review Packet is forwarded to the cognizant Vice President for his/her review. After this review, the Vice President will forward the entire packet along with a recommendation memo to the Superintendent/President for final approval.	Committee Chair

	<p><b><u>The competed tenure review packet will include:</u></b></p> <ul style="list-style-type: none"> <li>• A typed cover sheet on the front of each packet identifying the names of the Candidate, the School and the committee members.</li> <li>• A Tenure Review Recommendation Form on white paper from the Committee Chair addressed to Superintendent/President</li> <li>• a Self Evaluation Statement (on blue paper)</li> <li>• the class/activity observations (on green paper)</li> <li>• syllabi checklists (on pink paper)</li> <li>• a summary evaluation (on yellow paper)</li> <li>• a copy of the Candidate's updated CV</li> </ul>	Committee Chair
By Jan. 9, 2009	All Tenure Review packets will have been reviewed by the Cognizant Vice President and are forwarded to the Superintendent/President's Office.	Vice President
By Jan. 30	<p>Superintendent/President reviews all the Tenure Review Packets and forwards her recommendations for inclusion on the March Governing Board agenda.</p> <p>Superintendent/President's Office sends the original recommendation letters to Legal Affairs for distribution.</p> <p>Tenure Review Packets and copies of the recommendation letters to the Candidates are forwarded to the Tenure Review Office for duplication and filing.</p>	<p>Supt/President</p> <p>Supt/President's Office</p> <p>Supt/President's Office</p>
By Jan. 30	All completed and reviewed Tenure Review Packets will be forwarded to Legal Affairs.	TR Coordinator
By Feb. 2	A list of faculty names for inclusion on the March Governing Board agenda for approval of tenure year is sent for inclusion on the March Governing Board agenda after consultation with Human Resources and the TR Coordinator to assure accuracy. A copy is forwarded to both Human Resources and the TR Coordinator.	Supt/President's Office
At March 2009 Governing Board Meeting*	<p>Board determines the status of each Tenure Review Candidate.</p> <p>Written notification must be given to those Candidates that will not be rehired by March 15 in conformance with Ed. Code Article II §87609.</p>	Governing Board

\*Note: All dates are subject to change according to each academic year.

Dates noted in **bold & underlined** are **mandatory meetings for all committee members**.

Any and all changes to this timeline must receive prior approval from the Tenure Review Coordinator.