

## **Tenure Review & Faculty Evaluation Manual**

## SUGGESTED TENURE REVIEW TIMELINES INSTRUCTIONAL AND NON-INSTRUCTIONAL FACULTY Spring 2016

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 2016 Spring 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 Feb. 8	Deans announce all new committee members from their Schools/Departments, upon consultation with Dept. Chair.  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.	School Dean  Academic Senate President
By Feb. 11 <u>Mandatory</u>	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.  All other standing Tenure Review Committees and Candidates will be informed of any changes in policy, documents or procedures as well as of pertinent dates.	TR Coordinator  TR Coordinator

By Feb. 19	Committee meets without the Tenure Review Candidate	School Dean
<b>N</b> 4 1	to select a Committee Chair and establish a meeting and	
<u>Mandatory</u>	visitation schedule, using the Committee Calendar Form	
	that is available on Public Folders/TR Website.	
	TR Coordinator must be invited to meeting.	
	At end of this meeting, the TR Committee invites 1st year	
	Tenure Review Candidate for a "meet & greet" and briefly	
	reviews the Tenure Review Procedures with the	
	Candidate. Meet & greet is optional for other candidates.	
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	One committee member may phone in by conference call	
	if necessary for any mandatory meeting.	
By Feb. 26	A copy of the Committee Calendar Form, which includes	Committee Chair
Dy 1 60. 20	visitation assignments, will be sent to TRC. Tenure	Committee onaii
	Review	
	IVENIEM	
	Candidates will receive a convert least one week prior to	
	Candidates will receive a copy at least one week prior to	
	the beginning of the evaluation period.	TD O III (
	A Candidate's Tenure Review Portfolio, which should	TR Candidate
March 1	include a Self-Evaluation Statement, an updated CV, class	
to	syllabi, sample test/class materials for each course being	
March 25	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.	
	<b>Evaluation period begins</b> : Classroom visitations / activity	Each member
February 29	observations conducted	*Cognizant VP does the
to	obodivations conducted	evaluation for 4 <sup>th</sup> year
	Window of Evaluation: February 29-April 9	candidates as the
April 9		
Mithin and	Please be aware of Spring Break: March 28-April 3	'administrator'.
Within one	Post- visitation / activity observation individually discussed	Each member
week of	with Candidate. A copy is given to the Candidate after	*Cognizant VP does the
observation	signing. The evaluation is kept safe with a committee	evaluation for 4 <sup>th</sup> year
	member until the Summary Evaluation meeting.	candidates as the
	Please be aware of Spring Break: March 28-April 3	'administrator'.
March 12	Student evaluations for Non-Instructional Faculty	School Dean
То	conducted	
March 25		
March 12	Student evaluations for Instructional Faculty conducted	Human Resources
To	(Note: Short Session Classes shall be notified of their	Haman Nosouloes
March 25	student evaluation date.)	
IVIAI CI1 23	Student evaluation date.)	
March 28	Spring Brook	All SWC ampleyees
	Spring Break	All SWC employees
to	(Note: Thursday, March 31 <sup>st</sup> is Cesar Chavez Holiday)	
April 3		0 1 1/0 1 111
April 8	Designated Staff members of each School will be able to	School/Center and Human
	access results of student evaluations online.	Resources
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April 9	Evaluation period ends (a 5-week evaluation window)	All committee members
By April 18  Mandatory  By April 22	The Committee meets without the Candidate 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.  One committee member may phone in by conference call if necessary for any mandatory meeting.  If a committee has concerns, an "Early Alert" form, which is available on the campus website, must be sent to the	Committee Chair  Committee Chair
	Tenure Review Coordinator, who will share this info with the Cognizant Vice President, who will in turn consult with the Superintendent/President.	
April 25 to May 6	Additional class visitations completed if deemed necessary by an Early Alert Notice.	Each member
May 9 <u>Mandatory</u>	Committee meets with Candidate to review and sign the Summary Evaluation. This is the final meeting of the cycle and must include all committee members at the meeting.  Note: The Tenure Review Coordinator is not normally invited to this meeting.  One committee member may phone in by conference call if necessary for any mandatory meeting.	Committee Chair
By May 11	Committee Chair must provide the School/Center Secretary a completed and signed packet for each tenure review candidate.	Committee Chair School/Center Secretary
By May 13, Noon	School/Center Secretary must have all packets reviewed & completed and requested the TR coordinator to the School/Center office for review & pick-up all packets  The completed Tenure Review Packet will include in this order:  (NOTE: Original signatures must be on the color paper, not copied from another source/paper)  • A typed cover sheet on the front of each packet identifying the name of the Candidate, the School and the committee members. (white paper)  • Recommendation Form to the Supt/Pres. from the Committee Chair (white paper)  • Candidate's Self Evaluation Statement (blue paper)  • all Class/Activity Evaluations (green paper)  • all Syllabi checklists (pink paper)  • Summary Evaluation (yellow paper)  • Copy of the Candidate's updated CV/Resume (white paper)  Student Evaluations (white paper)	School/Center Secretary  TR Coordinator Committee Chair NOTE: Actual signatures must be on the color paper, not duplicated from another sheet.

By May 16	The completed Tenure Review Packets are delivered to	Tenure Review
	the cognizant Vice President for his/her review.	Coordinator
By May 23	All Tenure Review packets will have been reviewed by the	Vice President
	Cognizant Vice President and all entire packets along with	
	a recommendation memo for each TR candidate are	
	delivered to the Superintendent/President for final	
	approval.	0 1/2
By May 28	Superintendent/President reviews all the Tenure Review	Supt/President
	Packets and forwards her recommendations for inclusion	
	on the July*** Governing Board agenda.	
	Superintendent/President's Office sends the original	Supt/President's Office
	recommendation letters to Human Resources for	Capti rediaente emec
	distribution.	
		Supt/President's Office
	Tenure Review Packets and copies of the	'
	recommendation letters to the Candidates are forwarded	
	to the Tenure Review Office for duplication and filing.	
By June 2	The TR Coordinator will follow-up to assure all completed	TR Coordinator
	and reviewed Tenure Review Packets are in Human	
	Resources' possession.	
By June 13	A list of faculty names for inclusion on the July Governing	Supt/President's Office
	Board agenda for approval of tenure year is sent after	
	consultation with Human Resources and the TR	
	Coordinator to assure accuracy. A copy is forwarded to	
	both Human Resources and the TR Coordinator.	
By July 2016	Board determines the status of each Tenure Review	Governing Board
Governing	Candidate.	
Board		
Meeting*	(Written notification must be given to those Candidates	
	that will not be rehired by March 15 in conformance with	
	Ed. Code Article II §87609.)****	

<sup>\*</sup>Note: All dates are subject to change according to each academic year.

Dates noted in <u>bold & underlined</u> are <u>mandatory meetings for all committee members</u>. One committee member may phone in by conference call if necessary for any mandatory meeting.

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

<sup>\*\*</sup>HR will hand tabulate the results and notify the school when ready.

<sup>\*\*\*</sup>If the evaluation is completed earlier, it is possible that the candidate's name may go to the Governing Board in June.

<sup>\*\*\*\*</sup>Applies to probationary faculty evaluated in the fall semester.