# COMMITTEE MEMBER TRAINING
# FOR TENURE REVIEW

## Southwestern College

# Welcome!

The purpose of tenure review :

To ensure that every Southwestern College faculty member is evaluated in accordance with California Education Code, Title 5 regulations and the policy and procedures agreed upon and adopted by this District by way of the S.C.E.A.

# Procedures:

The *Tenure Review & Faculty Evaluation Manual*, which was adopted in **Spring 2006** by the District and the S.C.E.A., is the manual that all procedures follow.

# Regarding faculty evaluations, the S.C.E.A. Contract states :

Art. VI: Section 6.1 on page 28:

…"Unit Members shall be evaluated in accordance with the policies and procedures and on the forms negotiated between the District and the Association. . . contained in a separate document, *Tenure Review & Faculty Evaluation Manual.*"

# The Tenure Review philosophy at SWC is as follows:

"The period during which prospective members of the Southwestern College faculty are reviewed for tenure or reappointment is best understood as a continuation of the search and selection process."

# In addition, the manual states:

"It is intended that the tenure review process be comprehensive, fair and humane. It is acknowledged that it is a rigorous process."

"At its conclusion, a decision will be made that is designed to strengthen and support instruction and the academic integrity of the College's programs."

# Education Code, Article II § 87602

Definitions:

For the purposes of other provisions of law:

(a) A temporary faculty member is an employee hired on an interim basis only and must be evaluated once a year.

(b) A contract faculty member is a probationary employee [at SWC = "Tenure Track"] & must be evaluated once a year.

(c) A regular or tenured faculty member is a permanent employee & must be evaluated once every three years.

# On page 10, section 5d of the *Tenure Review & Faculty Evaluation Manual*, it says:

- "All Committee members shall have received a <u>District-sponsored  training session specifically designed for Tenure Review Committee members</u> before beginning their evaluation duties. . ."
- This PowerPoint training  & completion of the training quiz fulfill this prerequisite.

# Three contracts that contract or probationary faculty receive: (as per Education Code)

- **First Contract:** A contract employee who serves a **complete** academic year [75%] may be reemployed or terminated by March 15. If reemployed, the contract employee may be granted tenure or a 2nd year contract.

- **Second Contract:** A contract employee in 2nd consecutive contract year may be reemployed or terminated by March 15. [May be 2-year contract]

- **Third Contract :** A contract employee in 3rd consecutive contract may be reemployed or terminated by March 15. This is a two-year contract. If reemployed after the fourth year, the employee must be granted tenure.

# Evaluation Forms & Tenure Review Information

These can be found on our SWC website:

swccd.edu ➡ *

Faculty & Staff ➡

Tenure Review & Faculty Evaluation

( * ➡ = then click on)

# Confidentiality Agreement:

- The Confidentiality Agreement protects faculty members serving on the committee and the District from liabilities.
- It can be signed in person at the first committee meeting.
- Otherwise, it can be located on our website: www.swccd.edu/TenureReview (under 'Forms')
- <u>Make sure that you take a moment to read and review it</u>.
- <u>All committee members should sign the document before beginning the tenure review committee process.</u>
- Present this Confidentiality form to the Tenure Review Coordinator at your first committee meeting or hand deliver it to the TR office (104C).
- Committee discussions should only take place during official meetings so that all members are present and confidentiality is maintained.

<u>Note:</u>  Candidates do **not** have to sign this agreement, which allows them the ability to seek help both within and outside the TR Committee with indemnity.

# Legal Use of Email in Faculty Evaluation Process

- Email is considered "public domain" and is therefore, <u>not</u> considered confidential. Therefore, **email should <u>not</u> be used to send tenure review documents.**

- Email should be used only to plan meetings, announce changes in meeting times, invite people to meetings or to exchange public documents, such as a timeline calendar or committee calendar (housekeeping purposes).

# Composition of the Tenure Review Committee:

Each committee contains <u>4 members</u>. On page 9 of the *Tenure Review & Faculty Evaluation Manual*, composition of a Tenure Review Committee is outlined as:

- One Administrator: Vice President for Academic Affairs or Student Affairs, the School or Center Dean, (and)/or Director

- Two tenured faculty members from Candidate's discipline or department (or School, if necessary) identified by School Dean in consultation with the Department Chair

- One At-Large member from another School identified by the Academic Senate President

<u>Note</u>: The Tenure Review Coordinator (TRC) is a resource and a neutral, non-voting member of tenure review committees to ensure that the process is followed.

# Expectations for Committee Members

- Be as objective as possible

- Be constructive in their criticism

- Maintain confidentiality

- Use District-approved forms and follow all timelines and guidelines

# The Administrator's Function:

- In most cases, the Administrator for the TR Committee will be the School Dean.
- However, in disciplines that have a certificated Director, the Director and Dean will share the responsibilities as follows (<u>unless otherwise agreed upon</u>):
  - Year one: Director
  - Year two: Dean
  - Year three: Director
  - Year four: the Vice President visits (Dean or Director attends the meetings and drafts the summary evaluation on the VP's behalf)

# Role of Committee Chair:

- To welcome Candidates and orient them to SWC and the School.

- Organize meetings, disseminate other meeting information & documents to Committee & Tenure Review Coordinator (TRC).

- To arrange for all mandatory meetings (except the initial meeting; the Dean/Director calls the first one) and to notify the TRC about all meetings.

- To inform the TRC of any potential concerns regarding the process or Candidate.

# Role of Tenured Faculty:

- Serve as a resource and mentor for the TR Candidate
- Maintain the integrity of the Tenure Review Process by maintaining confidentiality.
- Evaluate Candidate objectively and rigorously while giving constructive advice/suggestions.
- Maintain the high standards of teaching performance at SWC.

# Role of Tenure Review Coordinator

- Act as a resource to all Candidates, Deans/Directors, Administrators, Staff and TR Committee members

- Organize training for all TR Committees & Candidates

- Keep an updated list of all TR Committees and Candidates

- Maintain copies of all documentation throughout the Tenure Review process

- To serve as a neutral, non-voting member of tenure review committees to ensure that the process is followed

- If necessary, attempt to mediate disagreements so as to avoid problems and/or grievances

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

- Classroom evaluations (at a minimum of 50 minutes) or activity evaluations

- Student evaluations

- Tenure Review Portfolio
  - Updated Curriculum Vitae (CV)
  - A Faculty Self-Evaluation Statement
  - A course syllabus and sample materials for each course being taught
  - Pictures or samples of projects, art, or events where the Candidate was the sole or primary faculty
  - Any other materials deemed relevant by the Candidate

- Additional criteria as determined prior to the evaluation period and submitted in writing to the Candidate

- Discussions with the Candidate

- Other first-hand information known or observed by committee members

# Five Areas of Evaluation :

*Tenure Review & Faculty Evaluation Manual* & in accordance with California Education Code

<u>Note</u>: These 5 areas are the same 5 areas on the Faculty Self-Evaluation Statement and the Summary Evaluation form.

1. **Teaching/Performance Effectiveness:** Performance in teaching or in non-instructional services or primary responsibilities
   - If teaching online, only 50% of teaching load can be online for probationary faculty.
2. **Institutional Commitment:** Active participation in collegial governance and campus life.
3. **Professional Activities:** Continuing professional growth and participation in professional activities.
4. **Student Relations:** Demonstration of respect for students' rights and needs…diverse academic, social, economic, cultural, disability and ethnic backgrounds.
5. **Collegial Relations:** Demonstration for respect for colleagues, other college staff, & the teaching profession

# Online / Hybrid Evaluations

- For probationary faculty, only 50% of teaching load can be online.

- Ideally, online evaluators should have knowledge of or experience with teaching online.

- <u>Deans</u>: Send a list of all faculty undergoing evaluation who are teaching online to the Blackboard Specialist

- <u>Evaluators</u>: Request access to the online class from the Blackboard Specialist

- Once the evaluation has been conducted, the manual states the evaluator should leave a message on the class's discussion board indicating the evaluation has been completed.

# Tenure Review Timeline Calendar

Note: All deadlines are on the Tenure Review Institutional Calendar.

- **Deans/Directors**: Send evites for the first committee meeting; provide the Candidate's class schedule and any additional timelines, information or forms to organize the evaluation process

- **MANDATORY MEETING #1**: Committee members meet <u>without</u> the candidate in the first few weeks of the semester, according to the timelines found on the 'TR Timeline Calendar' form. Committee members invite the candidate to the end of this meeting to review timelines, discuss any clarification of the Candidate's class schedule and the deadline for the Candidate's submission of portfolio (see slide 19). TRC is invited.

- Student evaluations are conducted.

- Committee Members: Classroom and/or task evaluations are conducted. Download, print and use the forms from the 'Forms' link for classroom/task evaluations (green) and syllabus evaluations (pink).
  - Post-visitation or activity observation 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.

- Candidates submit portfolios. Go to the 'Forms' link for forms necessary to complete the Candidate's self-evaluation statement. Prepare a portfolio, or "brag book," with all necessary components (see slide 19).

# Timeline Calendar, cont.:

- **MANDATORY MEETING #2**: The committee members meet without the Candidate to review evaluations and materials. Chairs will send evites for all but the first mandatory committee meetings. The Chair downloads, prints and presents the Summary Evaluation form (yellow) to the entire Committee to draft. This is done after all committee members have finished their classroom/task evaluations. All committee members must sign this document in its final printed form. TRC is invited.

- **MANDATORY MEETING #3**: Committee members and Candidate meet to review the Summary Evaluation. TRC is typically not invited to this meetings.

- Deans: Accumulate and print a copy of the student evaluations to be included in the final packet

- Chair: Present a final packet with all signatures in the proper color-coded forms and a signature page of all of your committee members for the Recommendation for the Superintendent/President form (white) to the School/Center secretary (refer to your TR Packet Checklist)

# Timeline Calendar, cont.:

- **School/Center Secretary**: Review all packets received for your School/Center to assure that the packet is complete, including signatures (refer to your TR Packet Checklist). Contact the Tenure Review Coordinator for pick-up.

- The **Tenure Review Coordinator** will review all packets to present to the cognizant Vice President who will review all packets, fill in their recommendation with signature and deliver to the Superintendent/President.

- The **Superintendent/President** will review all packets and submit a recommendation to the **Governing Board** at a regular business meeting as an official request.

- By March 15th: **Governing Board determines status of each Tenure Review Candidate.**
  - Written notification must be given by March 15th to those Candidates who will not be rehired in conformance with Ed Code Article II §87609.

# What about an additional class visitation? Is that allowed?

- If a committee member has concerns, an "Early Alert" form, which is on the TR website, 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.

- As a result, additional class visitations can be completed if deemed necessary by an Early Alert form.

# The Tenure Review Committee's Summary Evaluation:

- Summary Evaluation - Three Recommendations:
  - **Satisfactory**
  - **Needs Improvement** (which requires a documented improvement plan by the Committee to the Candidate)
  - **Unsatisfactory**
- A **Needs Improvement** can only be given to a Candidate in the first three years of the tenure review process. This requires a documented plan from the committee on steps the Candidate can do to attain a "Satisfactory" the following year.
- In the fourth year, the only option for the Tenure Review Committee is **Satisfactory** or **Unsatisfactory**, based on the criteria from Ed. Code.

# Color Coding of Forms:

- In order to help your School Office as well as the Tenure Review Office deal with the extraordinary number of documents that must be reviewed, we are continuing to implement the color-coding system that will help us in locating a document quickly within files (see next slide).

- Color-coding system is found on the Tenure Review website, on the FAQs/Cheat Sheets, and the Checklist for the Final Packet. When in doubt, call the tenure review office at ext. 6706.

# Color coding for the final packet and in this order when presented:

- Cover Sheet with Committee names = **white**
- Committee Recommendation to the Superintendent/President (committee signatures needed) = **white**
- Faculty Self-Evaluation Statement = **blue**
- Class Visitation/Observation (evaluator's and candidate's signature needed) = **green**
- Syllabus Checklist = **pink**
- Summary Evaluation (committee signatures needed) = **yellow**
- Instructor Curriculum Vitae = **white**
- Student Evaluations = **white**

# What if there is a problem?

- Minor problems: Hopefully there can be resolution of the misunderstanding within the committee. The TRC is available to help.

- For major problems, such as District procedures were not followed, a grievance can be filed.
    - A grievance is a legal means of complaining that established District procedures were not followed.
    - It is within an employee's rights to request a grievance if he/she feels that she/he has been unfairly treated.
    - Grievance procedures are explained in the SCEA Contract as well as the *Tenure Review and Faculty Evaluation Manual*.

# If you still have questions regarding the process, who can you talk to without breaching confidentiality?

- <u>Contact the Tenure Review Coordinator</u>, extension 6706, Tenure Review office 104C
- <u>Local Association representatives</u>:
  - S.C.E.A. President, office location is 104
  - S.C.E.A. Grievance Chair, contact the S.C.E.A. office

# Training Sign-off:

### CONGRATULATIONS!

- You have now <u>unofficially</u> completed a Tenure Review Training Session for SWC!

- You must <u>officially</u> complete the Tenure Review Training Session by closing this PowerPoint training and opening the Tenure Review Committee Training Quiz on the same webpage.

- Complete the training quiz. Then press the submit button and your responses will be sent to the Tenure Review Coordinator.  Please include your correct email address!

# THANK YOU FOR YOUR SERVICE!

Please don't hesitate to contact the Tenure Review office at any time if you have any questions regarding tenure review.