

**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 :

- “Tenure Review & Faculty Evaluation Manual”, which was adopted in **Spring 2006** by the District and the SCEA is the manual that all procedures are followed.

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.”
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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, **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.

§ 87607 Decisions

‘regarding continued employment’

Before reaching a decision on a faculty member,
the District must ensure that:

- (a) The employee has been evaluated in accordance with established standards & procedures.
- (b) The Governing Board has received statements of the most recent evaluations.

§ 87607 continued:

(c) The Governing Board has received recommendations of the Superintendent/President.

(d) The Governing Board has considered the statements and recommendations in a lawful meeting of the Board.

SCEA Contract states regarding faculty evaluations :

- 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.”

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

- “All Committee members shall have received a District-sponsored training session specifically designed for Tenure Review Committee members before beginning their evaluation duties. . . .”
- This powerpoint training fulfills this prerequisite.

As per Education Code, there are **three contracts** that contract or probationary faculty receive:

- **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. If reemployed the employee must be granted tenure.

Composition of the Tenure Review Committee:

- On page 9 of Tenure Review & Faculty Evaluation Manual, Composition of a Tenure Review Committee is outlined as:
- “Vice President” for Academic Affairs or Student Services or his designee (Dean/Director)
- “Two tenured faculty members” from candidate’s division (or School) identified by School Dean
- “One At-Large member” identified by the Academic Senate President

The Administrator' 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:

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)

Tenure Review Timeline Calendar

- **Deans/Directors:** Send evites for the first committee meeting; provide candidate class schedule and any additional timelines, information or forms to organize the evaluation process
- **Committee members** meet without the candidate in the first few weeks of the semester, according to the timelines found in the 'TR Calendar Timeline' link (**Mandatory meeting**)
- **Committee members meet with the candidate** to review timelines, discuss any clarification of the candidates class schedule and the deadline for the Candidate's submission of material, curriculum vitae and statement (**Mandatory meeting**)
- **Candidates:** go to the 'Forms' link for forms necessary to fulfill the candidates self-evaluation, statement and 'brag book'

Timelines Calendar (con't):

- **Committee Chair and Members:** Download, print and use the forms from the 'Forms' link for classroom/task evaluations (green) and syllabus evaluations (pink). **Chairs** will send evites for all mandatory committee meetings.
- **Committee Chair & Members:** The Chair downloads, prints and presents to the entire committee to draft the Summary Evaluation form (yellow). This is done after all committee members have finished their classroom/task evaluations. All committee members must sign this document in it's final printed form. (**Mandatory meeting**)
- **Committee members & Candidate:** Meet to review the Summary Evaluation (**Mandatory meeting**)
- **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 Checklist)

Timelines Calendar, continued:

- **School/Center Secretary:** Review all packets received for your School/Center to assure that the packet is complete (refer to your TR Checklist) before contacting 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 on 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.

Role of Committee Chair:

- To welcome Candidates and orient them to SWC and the School.
- Organize meetings, disseminate other meeting info & docs to Committee & TRC.
- To arrange for all mandatory meetings (except the initial meeting; The Dean 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.

Legal Use of Email in Faculty Evaluation process

- Email is considered “public domain” and is therefore, not considered confidential.
- 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)
- Email should not be used to send tenure review documents.

Role of Tenured Faculty:

- Serve as a **resource** 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.

Confidentiality Agreement:

- Locate the **Confidentiality Agreement** on our website: www.swccd.edu/TenureReview (under “Forms”)
- This agreement protects Faculty members serving on the committee and the District from liabilities.
- **Take a moment to read and review it. When you have finished, please print & sign the document.** Present this Confidentiality form to the Tenure Review Coordinator at your first committee meeting or hand deliver it to the TR office.

Note: 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.

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.**

Role of TRC (con't.)

- 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

Evaluation Forms & Tenure Review Information

These can be found on our SWC website:

<http://www.swccd.edu/TenureReview>

and in

the Public Folders found in the SWC Outlook
location in the Tenure Review folder

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.
- Color-coding system is found on the Tenure website and Public folders on the Cheat Sheets and the Checklist for the Final Packet. When in doubt, call the tenure review office at 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**
- Syllabi Checklist = **pink**
- Summary Evaluation (committee signatures needed) = **yellow**
- Instructor Resume = **white**
- Student Evaluations = **white**

Criteria for Evaluation Tenure Review & Faculty Evaluation & in accordance with California Education Code:

- **Performance** in teaching or in non-instructional services or **primary responsibilities** [On Summary Evaluation: "Teaching/Performance Effectiveness"]
- **Active participation in collegial governance and campus life.** [On Summary Evaluation: "Institutional Commitment"]

Evaluation Criteria (con't):

- **Continuing professional growth and participation in professional activities.** [On Summary Evaluation: "Professional Activities"]
- **Demonstration of respect for students' rights and needs...**diverse academic, social, economic, cultural, disability and ethnic backgrounds. [On Summary Evaluation: "Student Relations"]
- **Demonstration for respect for colleagues, other college staff, & the teaching profession** [On Summary Evaluation: "Collegiality"]

The Tenure Review Committee's Summary Evaluation of a Candidate can be:

- **Satisfactory**
- **Adequate** (which requires a documented improvement plan by the committee to the candidate)
- **Unsatisfactory**

Summary Evaluation:

- **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.**

What about an **out-of-sequence evaluation** with a Tenure Review Candidate? Is that allowed?

- Yes, but the Candidate has the right to know ahead of time why and what will be expected.
- The Candidate retains the right to request that someone from the Union be present at the meeting with indemnity.
- The TRC can also be invited but only as a recorder to the proceedings.



The result of an out-of-sequence meeting can be:

- Resolution of the misunderstanding
 - Letter stating the problem is sent to the Superintendent/President
 - Grievance
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What is a grievance?

- It 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 detail 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?**

- **Contact the Tenure Review Coordinator,**
extension 6706, Tenure Review office 104D
- **Local Association representatives:**
 - SCEA President, office location is 104
 - SCEA Grievance Chair, contact the SCEA office

Training Sign-off:

- **Congratulations!**

- You have now unofficially completed an updated Tenure Review Training Session for SWC!
- You must officially complete the Tenure Review Training Session by closing this PowerPoint training and opening the Questions for TR Committee Training on the same link page.
- Fill in the training document then press the submit button which will be sent to the Tenure Review Coordinator
- You will receive a verification **of your official training and that you will abide by the tenets, timelines, procedures and policies for tenure review as established this academic year.**



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.