
TENURE REVIEW & FACULTY EVALUATION MANUAL

Suggested Tenure Review Timeline for Evaluation of Instructional & Non-Instructional Probationary Faculty

Suggested procedures and timelines appear below. By 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 consultation with the Tenure Review Coordinator.

By this time:	Activity to have been completed:	Person responsible:
Prior to the beginning of the Fall semester	Within one month of hire, the School Dean nominates 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. Whenever possible, the Academic Senate will compile an updated list of eligible At-Large 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.	School Dean Academic Senate President
By the end of August*	Deans announce all new committee members from their Schools/Departments, upon consultation with Dept. Chair. Acad. Senate 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
September* mandatory	All new members of a Tenure Review Committee or any untrained replacement Tenure Review Committee members attend a mandatory Tenure Review training session. 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
September* mandatory	Committee meets <u>without the Tenure Review Candidate</u> to select a Committee Chair & establish a meeting and visitation schedule. TR Coordinator must be invited to meeting. Committee invites Tenure Review Candidate at end of meeting for a "meet & greet" and to review the Tenure Review Procedures.	School Dean
September*	A copy of the committee's work schedule & visitation assignments will be sent to TR Coordinator. Candidates will receive a copy at least one week prior to the	Committee Chair

	beginning of the evaluation period.	
End of Sept. to the end of Oct.	The Tenure Review Portfolio, which contains an updated Curriculum Vita, class syllabi, sample test/class materials and any written material deemed necessary by the Tenure Review Candidate, is submitted to Committee Chair at the discretion of the committee. Candidate must be receive at least one week's notice of the due date in writing.	TR Candidate
Beginning of October *	Evaluation period begins: Classroom visitations / activity observations conducted	each member
Within one week of observation	Post- evaluation reports are individually discussed with Candidate. A copy is given to the Candidate within two days of signing. The evaluation is kept safe with either the committee member, the committee chair or the School secretary until the Summary Evaluation meeting takes place.	each member
Early October*	Student evaluations for Non-Instructional Faculty conducted	School Dean
Early October*	Student evaluations for Instructional Faculty conducted	Human Resources
First week of Nov.*	Human Resources notifies School Offices that the student evaluation results are available for pickup.	Human Resources
By Mid November	Evaluation period ends (a 6 week evaluation window)	
Mid November*- Mandatory	The Committee meets <u>without the Candidate</u> 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
Mid Nov. to early Dec.	If a committee has concerns, an "Early Alert" form, which is on public folders, must be sent to the Tenure Review Coordinator, who will in turn share this info with the Cognizant Vice President and Superintendent/President.	Committee Chair
Mid Nov. to early Dec.	Additional class visitations completed if deemed necessary.	Each member
By the last day of classes - Mandatory	Committee meets <u>with Candidate</u> to review summary evaluation and inform the Candidate of the Committee's recommendation Note: Tenure Review Coordinator is not normally invited to this meeting but will attend if requested.	Committee Chair
By last day of the semester	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 the recommendation memo to the Superintendent/President for final approval.	Committee Chair

	<u>The completed tenure review packet will be placed in a file folder and will include in this order:</u> • A typed cover sheet on the front of each packet identifying the names of the Candidate, the School and the committee members. • one Recommendation form on white paper • one Summary Evaluation form on yellow paper • four Faculty Evaluation forms on green paper • syllabi checklists on pink paper (one for every course the instructor is currently teaching) • One Faculty Self Evaluation Statement on blue paper as well as a copy of the Candidate's updated CV	
By early January	All Tenure Review packets have been reviewed, by the Cognizant Vice President and are forwarded to the Superintendent/President's Office.	Vice President
In mid January*	Superintendent/President reviews all the Tenure Review Packets and forwards recommendations for inclusion on the March Governing Board agenda. Superintendent/President's Office sends the original recommendation letters to Human Resources for distribution. Tenure Review Packets and copies of the recommendation letters to the Candidates are forwarded to the Tenure Review Office for duplication and filing.	Supt/President Supt/President's Office Supt/President's Office
By end of January*	All completed and reviewed Tenure Review Packets will be forwarded to Human Resources after copies of the Summary Evaluations are made for the Tenure Review files.	TR Coordinator
By the first week in February	All 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 Tenure Review Coordinator.	Supt/President's Office
At March Governing Board Meeting*	Board determines the status of each Tenure Review Candidate. Written notification must be given to those Candidates that will not be rehired by March 15 in conformance with Ed. Code Article II §87609.	Governing Board

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

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

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