
TENURE REVIEW & FACULTY EVALUATION MANUAL

Introduction to Tenure Review Policy

The Tenure Review Guidelines were collaboratively developed and subsequently revised by representatives of the Academic Senate, the Southwestern College Education Association (S.C.E.A.), and the Administration. The guidelines currently include:

- Tenure Review Process Policy Statement (below;)
- Criteria for Evaluating Instructional and Non-Instructional Faculty;
- Agreement between the District and S.C.E.A.;
- Suggested Timelines;
- Tenure Code of Ethics;
- Evaluation Procedures of Tenured Instructional and Non-Instructional Faculty;
- Evaluation Procedures of Part-Time Instructional and Non-Instructional Faculty.

TENURE REVIEW PROCESS POLICY STATEMENT

It is the Governing Board policy that all academic staff members be evaluated in accordance with Education Code provisions and Title 5 regulations and the negotiated agreement between the District and S.C.E.A. These guidelines have been developed to implement tenure review and to provide a framework within which Tenure Review Committees can perform the critical task of evaluating a candidate for permanent status on our faculty. In working with these guidelines:

1. The timelines, developed annually by the Tenure Review Coordinator, are intended to guide the Tenure Review Committee in completing its tasks. Committees may decide to complete the various steps of the process somewhat earlier than the timelines provide, and special circumstances may necessitate a later schedule. However, any changes that necessitate a later schedule require prior approval from the Tenure Review Coordinator. The timelines established in the guidelines are an effort to allow committee members to visit the candidate, identify areas that may need improvement, schedule further visits if necessary, meet to prepare their summary evaluation, and present their report to the cognizant Vice President and the Superintendent/President in time to forward the recommendation to the Governing Board for approval at its March Governing Board meeting.

The timelines are important to the overall process, but they are intended neither to be barriers for candidates or committee members nor technicalities by which the entire process can be invalidated. Non-prejudicial procedural errors shall not serve to invalidate the recommendation of the committee or the Superintendent/President or the action of the Governing Board.

Timelines suggested in the guidelines apply to all members of the Tenure Review Committee except the Vice President for Academic Affairs and the Vice President for Student Services due to the number of Tenure Review Committees upon which these persons serve. The Vice President, while a member of each Tenure Review Committee, is not required to meet with

the Committee on a regular basis, but will meet annually with each Committee prior to the completion of the Committee's recommendations.

The Tenure Review chair is responsible for preparing a suggested schedule of committee meetings, and a required list of activities and visitations, with a copy to the probationary faculty member as well as to the Tenure Review Coordinator. All essential activities must be carried out within the semester/period of evaluation.

2. The Contract between the District and the S.C.E.A. includes a Grievance Process which is designed to address any violation of this evaluation agreement. Every effort should be made to resolve issues within the committee or between the committee chair, the Tenure Review Coordinator and the cognizant Vice President prior to invoking the Grievance Procedure.
3. If the evaluations of a candidate by committee members reveal that improvement is needed in order for the committee to make a recommendation that the candidate be retained, the Tenure Review Coordinator, the cognizant VP and the Superintendent/President shall be informed of the candidate's performance and kept updated on his or her progress.
4. The evaluation by individual committee members shall be based upon the committee's classroom or activity evaluations, discussions with the candidate, review of written material, or other first-hand information known or observed by committee members.

The recommendation of the committee should be based on the evaluations of the individual committee members and evaluation of the candidate's overall performance with regard to his/her additional responsibilities, including his/her participation in the life of the professional community as outlined in the Criteria for Evaluating Instructional and Non-Instructional Faculty. Staff members with first-hand knowledge may be requested to provide written information regarding candidate's performance.

5. The chair for the Tenure Review Committee shall be elected by the committee. This assignment, however, brings with it certain responsibilities that can place a faculty member in a very difficult position. Providing advice and input on Tenure Review Committees is an important faculty role while the ultimate hiring and firing recommendation belongs to the duly constituted legal agents of the Board.
6. The Tenure Review Office is available for orientation, training, information and support to all Tenure Review Candidates, committee members, office staff and administrators. The Tenure Review Coordinator is considered a non-voting, confidential member of each tenure review committee and is available for advice, support or questions by any member at any time.
7. The Staff Development Office is available as a training and support center for faculty. It offers workshops on such things as teaching and counseling strategies with related activities that could assist faculty and supplement the orientation and evaluation program. Programs are coordinated with the Tenure Review Timeline but are also offered throughout the academic year.