
TENURE REVIEW & FACULTY EVALUATION MANUAL

Expectations for Procedures and Behaviors **that support an ethical Tenure Review process** **for both Instructional & Non-Instructional Faculty**

Tenure Committee Member

1. Members shall read all tenure materials and follow guidelines and timetables.
2. Members shall be as objective as possible when evaluating classroom performance or assignment activities. Judgments should be based on personally-observed classroom behavior or assignment activities, and care must be taken to distinguish between minor and major weaknesses.
3. Members shall be constructive in their criticism, pointing out specific areas of weakness and soliciting a plan for correcting those weaknesses within a reasonable time frame.
4. Members shall take care to distinguish between the candidate's professional and personal characteristics, between ability to teach and general life style, which includes religious beliefs, sexual preferences, political affiliations and social customs.
5. Members shall recognize that the candidate may have a different philosophy of education and teaching style that theirs. The main concern should be the effectiveness of the candidate in the classroom or assigned activity.
6. Committee members who feel prejudice towards a candidate shall disqualify themselves.
7. Members who have observed a fellow committee member demonstrate prejudice toward a fellow committee member shall bring a written description of the perceived violation to the attention of the Tenure Review Coordinator, who will try to find a workable solution to the problem. If no workable solution can be found, the Tenure Review Coordinator shall take the matter to the cognizant Vice President, who will find a resolution within five (5) working days, barring unforeseen circumstances.
8. Members of the committee shall recognize that probationary employees are in every respect, except for tenure, full members of the District family and as such, are members of the bargaining unit, are covered by the contract, Board policies, and proceedings of the Academic Senate and are entitled to due process.
9. To assure comprehensiveness, Tenure Committee members shall use those forms approved by the District and the Association and deemed appropriate to the faculty assignment.
10. Tenure Committee members shall attend appropriate locally-sponsored evaluation workshops as a condition of serving on a tenure committee.

11. Tenure Committee members shall maintain confidentiality of the tenure process at all times. Evaluations and the views of committee members shall be regarded as private information to be circulated only among those directly associated with the tenure process.

Tenure Candidates

1. Tenure Review candidates shall read all tenure materials, and follow guidelines, and timetables.
2. Tenure candidates shall respond to evaluator's requests and recommendations in a timely manner.
3. Behavior that interferes with the tenure candidate's effectiveness in the classroom or in the performance of other professional duties may be considered by the tenure review committee in their evaluation; thus, the candidate is urged to act professionally in the course of his/her duties.
4. Tenure review candidates should respond to criticism in a clear and concise manner and should provide in writing a detailed, timely plan for correcting major problems identified by the committee.
5. If a tenure review candidate believes that guidelines have been violated or that one or more committee members is biased against him/her, the candidate should bring the issue to the attention of the committee chair or his/her Dean. If the matter is not adequately resolved or if the conflict is between the committee chair and/or the Dean, the candidate should then take the matter to the Tenure Review Coordinator.

The candidate is encouraged to informally and collegially communicate and resolve any disputes within the committee; if this is not possible, the following procedures should be followed:

As the candidate deems appropriate, the candidate should provide a written description of the perceived violation to the Committee chair or his/her Dean as soon as he/she is aware of the violation. The Committee chair/Dean will then investigate the matter further, and if he/she concurs with the candidate, he/she will take action to resolve the violation. If the Committee chair/Dean disagrees with the candidate, he/she shall communicate in writing that decision regarding the validity of the violation within 5 working days. In the event that the candidate believes that neither the Committee chair nor the Dean can proceed without bias, he/she may go directly to the Tenure Review Coordinator to bring the issue forward. The Tenure Review Coordinator shall seek advice from the cognizant Vice President and/or the SCEA President in order to render a judgment within 5 working days, barring any extenuating circumstances.

If a mutually-agreed upon resolution is not achievable by the above procedures, the candidate may then opt to invoke the contractual grievance process.