

Tenure Review Training for New Faculty

2006-2007

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What is “tenure”?

- According to Webster’s Dictionary, **tenure** is defined as:
- “ 1) holding, as of property, office, etc.; 2) the right to hold or possess something; 3) the length of time something is held: as tenure of office; 4) conditions of possession; 5) **permanent possession, as of an office or position.**”

The American Association of University of Professors (**UUAP**) states in its 1940 Statement of Principles of Academic Freedom & Tenure:

- “Tenure is a mean to certain ends specifically:
 - 1) Freedom of teaching and research and extramural activities
 - 2) “a sufficient degree of economic security... hence, tenure is an indispensable to the success of an institution in fulfilling its obligations to its students & society.”

AB 1725 on tenure

- Faculty tenure fosters academic freedom and should be maintained.
- A person should be granted tenure as a faculty member only after it has been determined through a process of evaluation that [person] will likely continue to be a positive asset.

The Tenure Review Philosophy in the Tenure Review & Faculty Evaluation Manual 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, this document 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.”

Ed 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

re: 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 Supt./President.
- (d) The Governing Board has considered the statements and recommendations in a lawful meeting of the Board.

SCCD & SCEA Contract

Dated April 2006

states:

- Art. VI: Section 6.1 on page 27:

...“every employee will be....evaluated in
accordance with the policies and
procedures...and...forms [in]

Tenure Review & Faculty Evaluation Manual
(2006)”

On page 10 of the
Tenure Review & Faculty Evaluation
Manual, it states:

- “All Committee members shall have completed a District-sponsored in-service training session specifically designed for Tenure Review Committee members before beginning their evaluation duties.”

Under California Ed Code, there are three contracts that 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 a 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 the Tenure Review Manual, the 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) assigned by School Dean
- “One At-Large member” assigned by the Academic Senate President

Tenure Review Process Timeline:

- By Sept. 1: Deans appoint faculty/ Academic Senate appoints At-Large Tenured faculty
- Tenure Review Training: by Sept 8th
New: Training can now be done online!
- By Sept. 22: Mandatory meeting: Committee meets without candidate to select a **Committee Chair** and to establish meeting schedule and class visitation assignments –**TRC invited**.
Candidate invited after for a “Meet & Greet”

TR Process (con't) slide 2:

- By Sept. 29: Copy of TR Committee calendar to TRC.
- By Sept. 29-Oct 31: Candidate presents **TR Portfolio** to TR Committee Chair (date/at their discretion), which includes an updated CV, faculty self-evaluation statement, class syllabi & class/test materials for each course being taught & any other work that the Candidate feel is pertinent.
- Oct. 2 –Nov. 9: **Class Visitation period**
- With one week of class visit, each committee member meets with Candidate.

TR Process (con't) slide 3:

- Oct. 3-Oct. 15 Student evaluations (HR)
- By Nov. 17th: Mandatory meeting: Committee meets without Candidate to review all class evaluations, materials and write summary evaluation. TRC invited.
- By Nov. 23rd: If needed, Early Alert given to TRC who will share this info with the cognizant Vice President & Superintendent/President

TR Process (con't) slide 4:

- By Dec. 9th: Additional class visitations completed if deemed necessary.
- By Dec. 13th: Mandatory meeting: All Committee meets with Candidate to present its **Summary Evaluation**.
- By Dec. 15th: Recommendation letter & completed packet sent to Vice President for Acad. Affairs (TRC reviews it prior to this)

TR Process (con't.) slide 5:

- By Jan 12th, 2007, VP reviews packet, attaches a memo with his recommendation and forwards packet to Superintendent/President.
- By Jan 31th, 2007, Superintendent/President reviews packets and writes a recommendation letter to Governing Board.
Superintendent/President's office sends a copy of recommendation to TR Committee members, the VP, the TRC and the Candidate.

Tenure Review Process slide # 6:

- In Feb. 2007 Superintendent/President's office submits Candidate's names in time for inclusion on March Board meeting. Copy sent to TRC.
- March 15th, 2007,: 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 new 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** (initial meeting, Summary Eval Draft, & Summary Eval presentation meetings) and invite the TRC.
- To inform TRC of any potential concerns regarding the process or Candidate.

Role of Tenured Faculty:

- Serve as a resource for 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:

- This agreement protects Faculty serving on the committee, the Candidates being evaluated and the District from liabilities.
- Take a moment to read and review it.
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
- If necessary, attempt to mediate disagreements so as to avoid problems and/or grievances
- Keep an updated list of all TR Committees and Candidates.
- Maintain copies of documentation of all TR evaluations throughout the Tenure Review process.

Tenure Review Evaluation Forms & Information

can be found on Outlook's Public Folders
under Tenure Review

&

on the new SWC Tenure Review Website:

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

Color Coding of Forms:

- In order to help the School Offices as well as the Tenure Review Office deal with the extraordinary number of documents we must review, we have instituted a color-coding system that will help us in locating a document quickly within our files.

Color Codes:

Please refer to handouts

- Faculty Self-Evaluation Statement = blue
- Syllabi Checklist = pink
- Class Visitation = green
- Summary Evaluation = yellow
- Recommendation Form to
Superintendent/President = white

Criteria for Evaluation

Tenure Review Manual - page 7

In accordance with CA Ed. Code :

- Performance in teaching or in non-instructional services or primary responsibilities [**“Teaching Effectiveness”**]
- Active participation in collegial governance and campus life [**“Institutional Commitment”**]

Evaluation Criteria (con't):

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

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

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

What if I am not satisfied with my evaluation?

- If it is a minor matter, you can discuss it with the Tenure Review Coordinator.
- If it feels like a serious matter, you should seek your Union Representative and/or your SCEA Grievance Chair.

If I talk to the TRC, will people think I'm in trouble?

- No, every new Candidate has the right to find out from a third, unbiased party what Tenure Review procedures are, what their options are, what the law says, what District Policies are, what consequences may be, what resources are available, etc.
- All conversations will be kept confidential.

What if I am asked to attend
an “out of sequence” meeting
which is not on the scheduled list of
mandatory Tenure Review meetings?

- You have a right to know what the meeting will be regarding.
- You have the right to request that someone from your Union be present with you at the meeting.
- You can invite the TRC as a recorder & witness.

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

- Resolution of the misunderstanding
- Letter to the Superintendent/President notifying her of the problem.
- Grievance

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 SCEA Contract and the Tenure Review & Faculty Evaluation Manual.

So, in summary, what can I expect to happen during the Tenure Review Process this Fall?

- All members of your committee will meet with you to “meet & greet”
- All members will have completed a TR training session & Confidentiality Statement.
- Committee meets without you to decide visitations & meeting dates. You will receive a hard copy.
- All Candidates will prepare evaluation materials for submission in Sept./Oct. in a portfolio.
- You will be evaluated by all members of your TR Committee during the observation period (**Oct. 2 to Nov. 9**)

What to expect this Fall (con't):

- By Nov. 17, Committee meets without the Candidate to review the class observations & write up the Summary Evaluation
- **By Dec. 13**, Committee meets **with the Candidate** to give the Summary Evaluation for Fall 2006. Portfolio will be returned to you at that time for updating for the next year of tenure review.
- Completed Tenure Review Packets (with a TR Committee Recommendation Form) are checked by the TRC and then forwarded to the cognizant Vice President.
- Vice President forwards TR packet w/comments on Recommendation Form to Superintendent/President for final approval.

What to expect this Fall (con't):

- Packets are reviewed by Superintendent/Pres. by the end of January.
- **Names of Candidates and recommendations are sent to the Board in early February in time for the March Governing Board Meeting.** A copy of his/her recommendation will be given to each TR Candidate.
- **At March Governing Board Meeting,** (March 15th or sooner) the Governing Board determines the status of each Tenure Review Candidate.

Questions? Confused?

- Contact the Tenure Review Coordinator

Angie Stuart ext. 6634 (or 5607)

Tenure Review Website:

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

- Contact and/or join your local Association:

SCEA President: **Janet Mazzarella**, ext. 5281

Grievance Chair: **Phil Lopez**, ext. 5547

SCEA website: <http://swcscea.org/>

Closing Thoughts:

- You were hired because you were the cream of the crop. Remember that and let that strengthen your self-confidence.
- Now that you have been hired, the District is dedicated to helping you during Tenure Review.

We're happy to have such talented people at SWC.

Welcome & Congratulations!

We're glad you're here!