

# **Tenure Review Orientation for Department Chairs**

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# What role does the Dept. Chair play in Tenure Review?

- Consults with discipline faculty to see who would be interested in participating.
- Consults with School Dean to nominate faculty for tenure review committees.
- Note: If on the TR Committee, the Dept. Chair does not necessarily have to be the Committee Chair.

# TR Committee composition:

- There are a total of 4 members at any one time:
- Two School (Discipline) faculty members (identified by Dean & Chair)
- One At-Large member (identified by Academic Senate President)
- Only one administrator (Dean/Director)
- Deans/Directors rotate into the evaluation procedure in years two/three.
- The VP usually serves as the Administrator in year four.

# **How do Dept. Chairs find out who's being evaluated as well as what the evaluation procedures are?**

- Current Tenure Review Committee Lists & TR information can be found on the new SWC Tenure Review Website:
  - <http://www.swccd.edu/TenureReview>

# In your TR packets today:

- Tenure Review Cheat Sheets 2006-2007
- Copies of the current TR Lists 2006-2007
- Tenure Review Timeline Calendar 2006-2007
- from new Tenure Review & Faculty Evaluation Manual (2006):
- Evaluation Procedures for Probationary/Contract Instructional & Non-Instructional Employees
- Evaluation Procedures for Online/Hybrid Courses

# Evaluation Forms in the packet:

- Faculty Evaluation Form A (Academic)
- Faculty Evaluation Rubric – Form A (Academic)
- Faculty Evaluation Form O (Online/Hybrid courses)
- Faculty Evaluation Rubric O (Online/Hybrid courses)
- Faculty Evaluation Form C (Counseling)
- Faculty Evaluation Rubric C (Counseling)

# Tenure Review Office

- Office hours: 8:00 am to 1:00 pm Mon-Fri
- Appointments also available at other times
- Contact the TR Office (L346F) at:  
Ext. 6634
- or contact us by email:  
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