

Tenure Review & Faculty Evaluation Manual

SUGGESTED TENURE REVIEW TIMELINES INSTRUCTIONAL AND NON-INSTRUCTIONAL FACULTY Spring 2018

Suggested procedures and timelines appear below. Prior to 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 conjunction with the Tenure Review Coordinator (TRC).

By this time:	Activity to have been completed:	Person responsible:
Prior to the beginning of the 2018 Spring semester	Within one month of hire, the Dean nominates tenured discipline faculty, upon consultation with Dept. Chair, to serve on new faculty member's tenure review committee as well as replacements that may be necessary due to sabbaticals, retirements, etc. Dean/Director informs the faculty member of this nomination and the person accepts.	School/Center Dean
	Whenever possible, the Academic Senate will compile an updated list of eligible At-Large faculty 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.	Academic Senate President
By Feb. 2	Deans confirm all new committee members from their Schools/Departments. Academic Senate President 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/Center Dean Academic Senate President
By Feb. 15 <u>Mandatory</u>	All new members of a Tenure Review Committee or any untrained replacement Tenure Review Committee members must complete a mandatory Tenure Review training session available on the TR website or in person. All tenure review documents and forms are reviewed. New Tenure Review Candidates are apprised of pertinent dates and procedures.	TR Coordinator
	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

On or before	Committee meets without the Tenure Review	School/Center Dean
Feb. 15	Candidate to select a Committee Chair and establish a	
	meeting and visitation schedule, using the Committee	
<u>Mandatory</u>	Calendar Form that is available on the TR Website.	
	TR Coordinator must be invited to meeting.	
	At end of this meeting, the TR Committee invites 1 st year	
	Tenure Review Candidate for a "meet & greet" and briefly	
	reviews the Tenure Review Procedures with the	
	Candidate. Meet & greet is optional for other candidates.	
	One committee member may phone in by conference call	
On or before	if necessary for any mandatory meeting. A copy of the Committee Calendar Form, which includes	Committee Chair
Feb. 15	visitation assignments, will be sent to TRC. Tenure	Commutee Chair
reb. 15	Review	
	Candidates will receive a copy at least one week prior to	
	the beginning of the evaluation period.	
Feb. 26	A Candidate's Tenure Review Portfolio, which should	TR Candidate
to	include a Self-Evaluation Statement, an updated CV, class	
March 23	syllabi, sample test/class materials for each course being	
	taught and any written material deemed necessary by the	
	Candidate is submitted to Committee Chair within this	
	period of time at the discretion of the committee.	
	Condidate must reasive at least and weak's notice of the	
	Candidate must receive at least one week's notice of the	
	due date in writing. One portfolio will be shared by all committee members.	
February 26	Evaluation period begins: Classroom visitations / activity	Each member
to	observations conducted	*Cognizant VP does the
April 7		evaluation for 4 th year
Артти	Window of Evaluation: February 26-April 7	candidates as the
	Please be aware of Spring Break: March 26-April 1	'administrator'.
Within one	Post- visitation / activity observation individually discussed	Each member
week of	with Candidate. A copy is given to the Candidate after	*Cognizant VP does the
observation	signing. The evaluation is kept safe with a committee	evaluation for 4 th year
	member until the Summary Evaluation meeting.	candidates as the
	Please be aware of Spring Break: March 26-April 1	'administrator'.
March 9	Student evaluations for Non-Instructional Faculty	School/Center Dean
То	conducted	
March 23		
March 9	Student evaluations for Instructional Faculty conducted	Human Resources
То	(Note: Short Session Classes shall be notified of their	
March 23	student evaluation date.)	
March 26	Spring Break	All SWC employees
to	(Note: March 29 th and 30 th are District holidays.)	
April 1	· · · · · · · · · · · · · · · · · · ·	
	Evaluation period ends (a 5-week evaluation window)	All committee members
April 7	LValuation period ends (a 5-week evaluation window)	All committee members
April 7	Evaluation period ends (a 5-week evaluation window)	All commutee members

April 13	Designated Staff members of each School will be able to	School/Center and Human
	access results of student evaluations online.	Resources
On or before April 24	The Committee meets without the Candidate to review all class evaluations and materials. The Summary Evaluation is drafted by the group.	Committee Chair
<u>Mandatory</u>	<u>Tenure Review Coordinator must be invited</u> to review the evaluations & summary comments as well as to ensure that the packet is complete. One committee member may phone in by conference call if necessary for any mandatory meeting.	
On or before April 27	If a committee has concerns, an "Early Alert" form, which is available on the campus website, must be sent to the Tenure Review Coordinator, who will share this info with the Cognizant Vice President, who will in turn consult with the Superintendent/President.	Committee Chair
April 30 to May 5	Additional class visitations completed if deemed necessary by an Early Alert Notice.	Each member
On or before May 8	<u>Committee meets with Candidate</u> to review and sign the Summary Evaluation. This is the final meeting of the cycle and must include all committee members at the meeting.	Committee Chair
<u>Mandatory</u>	<u>Note</u> : The Tenure Review Coordinator is not normally invited to this meeting. One committee member may phone in by conference call if necessary for any mandatory meeting.	
On or before May 10	Committee Chair must provide the School/Center Secretary a completed and signed packet for each tenure review candidate.	Committee Chair School/Center Secretary
On or before May 14, (noon)	 School/Center Secretary must have all packets reviewed & completed and requested the TR coordinator to the School/Center office for review & pick-up all packets <u>The completed Tenure Review Packet will include in this order:</u> (NOTE: Original signatures must be on the color paper, not copied from another source/paper) A typed cover sheet on the front of each packet identifying the name of the Candidate, the School and the committee members. (white paper) Recommendation Form to the Supt/Pres. from the Committee Chair (white paper) Candidate's Self Evaluation Statement (blue paper) all Class/Activity Evaluations (green paper) Summary Evaluation (yellow paper) Copy of the Candidate's updated CV/Resume (white paper) Student Evaluations (white paper) 	School/Center Secretary TR Coordinator Committee Chair NOTE: Actual signatures must be on the color paper, not duplicated from another sheet.

On or before	The completed Tenure Review Packets are delivered to	Tenure Review
May 16	the cognizant Vice President for his/her review.	Coordinator
On or before	The cognizant Vice President will have reviewed all	Vice President
May 23	Tenure Review packets and all entire packets along with a	
	recommendation memo for each TR candidate are	
	delivered to the Superintendent/President for final	
	approval.	
On or before	Superintendent/President reviews all the Tenure Review	Supt/President
May 30	Packets and forwards recommendations for inclusion on	
	the July 2018 Governing Board agenda.	
	Superintendent/President's Office sends the original	Supt/President's Office
	recommendation letters to Human Resources for	Human Resources
	duplication and distribution.	
On or before	The TR Coordinator will follow-up to ensure all completed	TR Coordinator
June 1	and reviewed Tenure Review Packets are in Human	
	Resources' possession.	
On or before	A list of faculty names for inclusion on the July Governing	Human Resources
June 11	Board agenda for approval of tenure year is sent after	
	consultation between Human Resources and the TR	
	Coordinator to assure accuracy. A copy is forwarded to the	
	TR Coordinator.	
	Copies of the recommendation letters to the Candidates	Human Resources
	are forwarded to the Tenure Review Office for filing.	TR Coordinator
July 2018	Board determines the status of each Tenure Review	Governing Board
Governing	Candidate.	Coverning Board
Board		
Meeting*	(Written notification must be given to those Candidates	
	that will not be rehired by March 15 in conformance with	
	Ed. Code Article II §87609.)****	
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*Note: All dates are subject to change according to each academic year.

**HR will hand tabulate the results and notify the school when ready.

***If the evaluation is completed earlier, it is possible that the candidate's name may go to the Governing Board in June.

****Applies to probationary faculty evaluated in the fall semester.

Dates noted in bold & underlined are mandatory meetings for all committee members. One committee member may phone in by conference call if necessary for any mandatory meeting.

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