

	One week before the start of the semester, the TRC will conduct a New Hire Orientation via Zoom.	
On or before Sept. 14 <u>Mandatory</u>	<p>Committee meets without the Tenure Review Candidate to select a Committee Chair and establish a meeting and visitation schedule, using the Committee Calendar Form that is available on the TR Website.</p> <p>TR Coordinator must be invited to meeting.</p> <p>At end of this meeting, the TR Committee invites 1st Year Tenure Review Candidate for a “meet & greet” and briefly reviews the Tenure Review Procedures with the Candidate. Meet & greet is optional for other TR candidates.</p> <p>One committee member may phone in by conference call if necessary for any mandatory meeting.</p> <ul style="list-style-type: none"> • The Dean/Director will send out Zoom invitations for Meeting #1 to all committee members. • The Chair of the committee will be selected at this time and will be responsible for sending out Zoom invitations for Meetings #2 and #3. • The Chair will also be responsible for writing the Summary Evaluation. Adobe Sign will be used to coordinate signing the Summary Evaluation. <p>Visitation Schedule Parameters</p> <ul style="list-style-type: none"> • Face-to-face evaluation assignments shall be voluntary for unit members of the Tenure Review Committee. • If the requirements of the scheduling parameters cannot be met due to a lack of face-to-face evaluators, the Tenure Review Coordinator shall notify the SCEA President and the VPAA/VPSA in order to consider alternative options that protect the contractual rights of the unit members involved. 	School/Center Dean
On or before Sept. 14	A copy of the Committee Calendar Form which includes visitation assignments will be sent to TRC. Tenure Review Candidates will receive a copy at least one week prior to the beginning of the evaluation period.	Committee Chair
Sept. 19 to Oct. 22	<p>Evaluation period begins: Classroom visitations / activity observations conducted</p> <p>Window of Evaluation: Sept. 19 - Oct. 22</p>	Each member *Cognizant VP does the evaluation for 4 th year candidates as the ‘administrator’.

	<p>If faculty are teaching a class/working in a modality that is delivered 51% or more online asynchronously, Form O will be used.</p> <p>If faculty are teaching a class/working in a modality that is delivered 51% or more online synchronously, Form A or its equivalent will be used.</p>	
Within one week of observation	<p>Post- visitation/activity observation individually discussed with Candidate. A copy is given to the Candidate after signing. The evaluation is kept safe with a committee member until the Summary Evaluation meeting.</p> <ul style="list-style-type: none"> • The evaluator uses Adobe Sign to share the written evaluation with the candidate and get signatures. • The evaluator sets up a Zoom meeting for the post-visitiation. • The evaluator emails the completed form, signed by the evaluator and candidate to the committee Chair. 	Each member *Cognizant VP does the evaluation for 4 th year candidates as the 'administrator'.
Sept. 26 to Oct. 21	All tenure track faculty will submit an electronic self-evaluation, CV, and a syllabus for each course being taught via email or Google Docs to their committee members for review by the deadline established by the committee. No other portfolio materials will be accepted.	TR Candidate
Sep. 30 to Oct. 14	<p>Student evaluations for instructional faculty conducted (Note: Short Session Classes shall be notified of their student evaluation date.)</p> <p>All student evaluations will be done electronically during remote instruction. When complete, HR will deliver these to Deans electronically prior to Meeting #2 as is usually done.</p>	Human Resources
Sep. 30 to Oct. 14	<p>Student evaluations for non-instructional faculty (except for librarians) conducted.</p> <p>Cranium Café can be used as a remote platform for observing Counseling Faculty. Cranium Café is both FERPA and HIPPA compliant and has the ability to include additional people into the counseling session to observe as needed. The Cranium Café login will need to be provided to the observer, and the counseling faculty will need to let the observer in the session.</p>	School/Center Dean

	<p>Faculty Evaluation Form C (Counseling & Other Non-Instructional) can be used for student advisement sessions.</p> <p>If faculty are teaching a class/working in a modality that is delivered 51% or more online asynchronously, Form O will be used.</p> <p>If faculty are teaching a class/working in a modality that is delivered 51% or more online synchronously, Form A or its equivalent will be used.</p>	
<p>Sep. 30 to Oct. 14</p>	<p>The method of evaluation for librarians will depend on the services librarians provide in fall. The options include:</p> <p>Faculty Evaluation Form B (Biblio/Library Services) can be used for student advisement sessions.</p> <ul style="list-style-type: none"> • Student Evaluations can be conducted using student emails from those who attend library orientation classes. • Student emails can be collected for students who contact the online “reference desk” for assistance. <p>These student evaluation surveys can be distributed to the students during this timeline period for their feedback.</p>	<p>Committee Chair</p>
<p>Oct. 22</p>	<p>Evaluation period ends (a 5-week evaluation window)</p>	
<p>Oct. 28</p>	<p>Designated staff members of each School/Center will be able to access results of student evaluations online.</p> <p>HR sends the results to Deans electronically. Deans then share the results with the committee electronically at Meeting #2.</p>	<p>School/Center and Human Resources</p>
<p>On or before Nov. 8</p> <p><u>Mandatory</u></p>	<p>The Committee meets <u>without the Candidate</u> to review all class evaluations and materials. The Summary Evaluation is drafted by the group. One committee member may phone in by conference call if necessary for any mandatory meeting.</p> <p><u>Tenure Review Coordinator</u> must be invited to review the evaluations & summary comments as well as to ensure that the packet is complete.</p> <p><u>Chair responsibilities:</u></p> <ul style="list-style-type: none"> • Sends out a Zoom invitation for Meeting #2. • Writes the Summary Evaluation. • Uses Adobe Sign to coordinate committee 	<p>Committee Chair</p>

	<p>members' signatures on the Summary Evaluation.</p> <ul style="list-style-type: none"> Collects (electronically) all the committee members' written and signed student evaluations/observation forms. <p>All parties must agree to the use of Adobe Sign and maintain confidentiality.</p>	
On or before Nov. 10	If a committee has concerns, an "Early Alert" form, which is on the TR 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
Nov. 14 to Nov. 18	Additional class visitations completed if deemed necessary by an Early Alert notice.	Each member
On or before Nov. 18 <u>Mandatory</u>	<p>Committee meets with Candidate to review Summary Evaluation and inform the Candidate of the Committee's recommendation.</p> <p>Note: Tenure Review Coordinator is not typically invited to this meeting.</p> <p>One committee member may phone in by conference call if necessary for any mandatory meeting.</p> <p><u>Chair responsibilities:</u></p> <ul style="list-style-type: none"> Sends out a Zoom invitation for Meeting #3. Writes the Summary Evaluation. Uses Adobe Sign to coordinate committee members' signatures on the Summary Evaluation. Collects (electronically) all the committee members' written and signed student evaluations/observation forms. <p>All parties must agree to the use of Adobe Sign and maintain confidentiality.</p>	Committee Chair
On or before Nov. 28 (Monday)	<p>Committee Chair must provide the School/Center Administrative Secretary a completed and signed packet for each tenure review candidate.</p> <p>All TR Packets are compiled and sent electronically to the school's Administrative Assistant by the committee chair.</p>	<p>Committee Chair</p> <p>School/Center Secretary</p>

<p>On or before Dec. 2 (noon)</p>	<p>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</p> <p><u>The completed Tenure Review Packet will include in this order:</u> <u>(NOTE: Original signatures must be on the color paper, not copied from another source/paper)</u></p> <ul style="list-style-type: none"> • A typed Packet Checklist • A typed cover sheet on the front of each packet identifying the name of the Candidate, the School/Center, and the committee members. • Recommendation Form to the Supt/Pres. from the Committee Chair • Candidate’s Self Evaluation Statement • all Class/Activity Evaluations • all Syllabi checklists • Summary Evaluation • Copy of the Candidate’s updated CV/Resume • Student Evaluations <p>Administrative Assistants will arrange to deliver the packets to the TRC electronically.</p>	<p>School/Center Secretary TR Coordinator Committee Chair</p>
<p>On or before Dec. 7</p>	<p>The completed Tenure Review Packets are delivered to the cognizant Vice President for his/her review.</p> <p>The TRC will arrange to deliver the packets to the VPs electronically.</p>	<p>Tenure Review Coordinator</p>
<p>On or before Jan. 6, 2023</p>	<p>The cognizant Vice President will have reviewed all 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.</p>	<p>Vice President</p>
<p>On or before Jan. 19, 2023</p>	<p>Superintendent/President reviews all the Tenure Review Packets and forwards recommendations for inclusion on the March Governing Board agenda.</p> <p>Superintendent/President’s Office sends the original recommendation letters to Human Resources for duplication and distribution.</p>	<p>Supt/President</p> <p>Supt/President’s Office Human Resources</p>

On or before Jan. 24, 2023	The TR Coordinator will follow-up to ensure all completed and reviewed Tenure Review Packets are in the Human Resources' possession.	TR Coordinator
On or before Feb. 8, 2023	A list of faculty names for inclusion on the March Governing 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 are forwarded to the Tenure Review Office for filing.	Human Resources Human Resources TR Coordinator
March 2023 Governing Board Meeting*	Board determines the status of each Tenure Review Candidate. Written notification must be given to those Candidates that will not be rehired by March 15 in conformance with Ed. Code Article II §87609.	Governing Board

*Note: All dates are subject to change according to each academic year.

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.

Approved by:

Print name: Kenneth Yanow

Sign Name: 

Date: Aug 19, 2022

SCEA President

Print name: Angela Riggs

Sign Name: 

Date: Aug 22, 2022

Vice President for Human Resources

SCEA TR Timeline Calendar 2022-2023 - Final 08.19.22

Final Audit Report

2022-08-23

Created:	2022-08-19
By:	Sonia Galaviz (sgalaviz@swccd.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAYV0NTEnyvxG6jJGUPFa6DMYOVCeOt4Fe

"SCEA TR Timeline Calendar 2022-2023 - Final 08.19.22" History

-  Document created by Sonia Galaviz (sgalaviz@swccd.edu)
2022-08-19 - 7:19:20 PM GMT- IP address: 209.129.112.6
-  Document emailed to Kenneth Yanow (kyanow@swccd.edu) for signature
2022-08-19 - 7:23:11 PM GMT
-  Email viewed by Kenneth Yanow (kyanow@swccd.edu)
2022-08-19 - 9:44:56 PM GMT- IP address: 146.75.146.0
-  Document e-signed by Kenneth Yanow (kyanow@swccd.edu)
Signature Date: 2022-08-19 - 9:45:10 PM GMT - Time Source: server- IP address: 107.77.229.227
-  Document emailed to Angela Riggs (ariggs@swccd.edu) for signature
2022-08-19 - 9:45:12 PM GMT
-  Document e-signed by Angela Riggs (ariggs@swccd.edu)
Signature Date: 2022-08-23 - 2:14:38 AM GMT - Time Source: server- IP address: 72.207.13.250
-  Agreement completed.
2022-08-23 - 2:14:38 AM GMT