

ASSIGNMENT TITLE: TENURE REVIEW COORDINATOR

BASIC FUNCTION:

Serves under the direction of the Assistant Superintendent/Vice President of Human Resources. Reports to the Assistant Superintendent/Vice President for Human Resources to ensure compliance with District procedures, contracts, and relevant external regulations. Acts in consultation with the President of the Academic Senate. Coordinates the execution of the District's Tenure Review Policies and Procedures. Serves for a three-year term during which the majority of the coordinator's faculty load will be on the main campus. May reapply for subsequent terms upon completion of any regular term.

REPRESENTATIVE DUTIES:

- 1) Assists School/Center Deans and the President of the Academic Senate in selection of tenure review committee members, as consistent with mutually agreed upon policies and procedures.
- 2) Monitors and coordinates compliance with the diversity provisions of AB 1725 limited to the composition of tenure review committee.
- 3) Maintains an up-to-date database on all tenure review candidates and committees.
- 4) Provides training for all new tenure review committee members. Reviews policies, procedures, evaluation criteria, and timelines with all members of review committees.
- 5) Provides initial tenure review orientation for new contract (probationary, non-tenured) faculty. Provides training for academic staff.
- 6) Attends all mandatory tenure review committee meetings #1 and #2, scheduling permitted. Attends mandatory tenure review committee meeting #3 as needed.
- 7) Sends regular email communication to all tenure review committee members and candidates throughout the evaluation process. Responds to emails in a timely manner to answer questions related to the tenure review process as well as faculty evaluations.
- 8) Monitors adherence to institutional timelines and timely completion of tenure review committee requirements and documents.
- 9) Monitors and coordinates completion of all tenure review packets and delivery to the Assistant Superintendent/Vice President of Academic Affairs and Assistant Superintendent/Vice President of Student Affairs.
- 10) Coordinates annually with Human Resources to establish a calendar that reflects tenure review timelines to be used by committees and contract (probationary, non-tenured) faculty members and that adheres to the requirements of Education Code provisions pertinent to tenure

review. Distributes approved calendar to academic administrators, tenure review candidates, and tenure review committee members by the beginning of the fall semester (and spring semester as needed).

11) Chairs the Tenure Review Review Committee (TRRC). Keeps minutes for TRRC meetings. Carries out, or delegates, tasks on TRRC agendas. Periodically recommends needed modifications of the Tenure Review and Faculty Evaluations manual and related forms to the Academic Senate, SCEA, and the District through TRRC.

12) Responsible for familiarization with all California Education Code statutes and California Code of Regulations Title 5 provisions that pertain to tenure review and acts as a resource for School/Center Deans, committee chairs, the Academic Senate, and Human Resources staff on any such provisions.

13) Acts as a fair and impartial monitor and facilitator of the tenure review process in all Schools, Centers, and Departments to ensure compliance with pertinent Education Code and Title 5 provisions and is responsible to the President of the Academic Senate and the Vice President for Academic Affairs when allegations of non-compliance emerge.

14) Meets or communicates with Assistant Superintendent/Vice President of Human Resources, Assistant Superintendent/Vice President of Academic Affairs, Assistant Superintendent/Vice President of Student Affairs, Academic Senate President, and SCEA President to discuss the tenure review process and relevant issues as needed.

15) Attempts to resolve issues with tenure review committee members as well as tenure review candidates. Attempts to resolve issues prior to due process procedures being initiated.

16) Encourages compliance with the tenure review philosophy as adopted by the Academic Senate in all Schools, Centers, and Departments while remaining sensitive to academic freedom and to the diversity that exists among the College's various Schools, Centers, and programs.

17) Acts as a resource to the entire staff regarding the tenure review process. Acts as a resource to the entire staff for inquiries regarding the policies governing tenured and part-time faculty evaluations.

18) Organizes and maintains the Tenure Review Coordinator Office. Develops necessary documents on Microsoft Word, Adobe, PowerPoint, or other programs for faculty evaluations.

19) Maintains and updates the Tenure Review and Faculty Evaluations page on the district's public facing webpage.

ELIGIBILITY: Appointment to this position is by the President of the SCEA in consultation with the Academic Senate, and Assistant Superintendent/Vice President of Human Resources VPHR or Designee. Successful candidate must be a tenured faculty member, must have completed at least one subsequent academic year of full-time faculty service to Southwestern College after receiving tenure, and must have served as a member of at least one tenure review

committee as a tenured faculty at Southwestern College or must have demonstrated equivalent college-wide institutional experience as a tenured faculty.

DESIRED QUALIFICATIONS: A tenured faculty member with at least two years of full-time faculty service to Southwestern College after receiving tenure. Demonstrated coordination skills, organizational skills, mediation skills and the ability to communicate effectively both orally and in writing; works well independently; willingness to have a flexible schedule.

COMPENSATION: Coordinator will receive no less than 100% reassigned time in the fall semester, 40% reassigned time in the spring semester, and 60% reassigned time of one month in the summer.

STARTING TIME: The incoming Tenure Review Coordinator will be selected by the end of spring semester. During the summer, the coordinator will prepare for the fall tenure review process and will attend the New Hire Orientation to give a presentation for new contract (probationary, non-tenured) faculty. Contract duties apply to Fall and Spring semesters.

EVALUATION: This position will undergo a yearly review between the SCEA President or designee and AS/VP HR or designee for reappointment. Evaluations for this position are separate from and have no relation to the faculty member's primary role. At the end of the third year, the position of coordinator will then be opened campus wide at which time the current coordinator can reapply.

Initially ADOPTED BY THE GOVERNING BOARD SEPTEMBER 5, 1990
Revised March 2004 and presented to the Governing Board in April 2004 for adoption
Revised and approved by SCEA and the District in Spring 2018
Revised and approved by SCEA and the District via MOU dated April 21, 2025.