



Tenure Review & Faculty Evaluation Manual

SUGGESTED TENURE REVIEW TIMELINES INSTRUCTIONAL AND NON-INSTRUCTIONAL FACULTY **Fall 2020 - Spring 2021**

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 2020 fall 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 Aug. 31	Deans confirm all new committee members from their Schools/Departments.	School/Center Dean
	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.	Academic Senate President
By Sept. 14 <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. <i>Training will be done remotely via Zoom. The TRC will set one training date and send invitations to all new administrators and committee members. One week before the start of the semester, the TRC will conduct a New Hire Orientation via Zoom.</i>	TR Coordinator

<p>On or before Sept. 16</p> <p><u>Mandatory</u></p>	<p><u>Committee meets without the Tenure Review Candidate</u> 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><u>TR Coordinator must be invited to meeting.</u></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>School/Center Dean</p>
<p>On or before Sept. 16</p>	<p>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.</p>	<p>Committee Chair</p>
<p>Sept. 21 to Oct. 24</p>	<p>Evaluation period begins: Classroom visitations / activity observations conducted</p> <p>Window of Evaluation: Sept. 21 - Oct. 24</p> <p>If faculty are teaching a class/working in a modality that is delivered 51% or more online <u>asynchronously</u>, Form O will be used.</p> <p>If faculty are teaching a class/working in a modality that is delivered 50% or less online <u>synchronously</u>, Form A or its equivalent will be used.</p>	<p>Each member *Cognizant VP does the evaluation for 4th year candidates as the ‘administrator’.</p>
<p>Within one week of observation</p>	<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. 	<p>Each member *Cognizant VP does the evaluation for 4th year candidates as the ‘administrator’.</p>

<p>Sept. 28 to Oct. 23</p> <p>Portfolio</p>	<p>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.</p>	<p>TR Candidate</p>
<p>Oct. 2-Oct. 16</p>	<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>	<p>Human Resources</p>
<p>Oct. 2-Oct. 16</p>	<p>Student evaluations for non-instructional faculty (except for librarians) conducted</p> <p>After appointment, technicians/designee will send evaluations to students.</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> <ul style="list-style-type: none"> • Faculty Evaluation Form C (Counseling & Other Non-Instructional) can be used for student advisement sessions. <p>If faculty are teaching a class/working in a modality that is delivered 51% or more online <u>asynchronously</u>, Form O will be used.</p> <p>If faculty are teaching a class/working in a modality that is delivered 50% or less online <u>synchronously</u>, Form A or its equivalent will be used.</p>	<p>School/Center Dean</p>
<p>Oct. 2-Oct. 23</p>	<p>The method of evaluation for librarians will depend on the services librarians provide in fall. The options include:</p> <ul style="list-style-type: none"> • Faculty Evaluation Form B (Biblio/Library Services) can be used for student advisement sessions. • 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>

Oct. 24	Evaluation period ends (a 5-week evaluation window)	
Oct. 30	Designated staff members of each School/Center will be able to access results of student evaluations online. HR sends the results to Deans electronically. Deans then share the results with the committee electronically at Meeting #2.	School/Center and Human Resources
On or before Nov. 10 <u>Mandatory</u>	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. <u>Tenure Review Coordinator</u> must be invited to review the evaluations & summary comments as well as to ensure that the packet is complete. Chair responsibilities: <ul style="list-style-type: none"> • Sends out a Zoom invitation for Meeting #2. • 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. All parties must agree to the use of Adobe Sign and maintain confidentiality.	Committee Chair
On or before Nov. 13	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. 16 to Nov. 20	Additional class visitations completed if deemed necessary by an Early Alert notice.	Each member
On or before Nov. 24 <u>Mandatory</u>	Committee meets with Candidate to review Summary Evaluation and inform the Candidate of the Committee's recommendation. Note: Tenure Review Coordinator is not typically invited to this meeting. One committee member may phone in by conference call if necessary for any mandatory meeting. Chair responsibilities: <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. 	Committee Chair

	All parties must agree to the use of Adobe Sign and maintain confidentiality.	
On or before Nov. 30	Committee Chair must provide the School/Center Administrative Secretary a completed and signed packet for each tenure review candidate. All TR Packets are compiled and sent electronically to the school's Administrative Assistant by the committee chair.	Committee Chair School/Center Secretary
On or before Dec. 4 (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> <u>(NOTE: Original signatures must be on the color paper, not copied from another source/paper)</u> <ul style="list-style-type: none"> • 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 Administrative Assistants will arrange to deliver the packets to the TRC electronically.	School/Center Secretary TR Coordinator Committee Chair
On or before Dec. 7	The completed Tenure Review Packets are delivered to the cognizant Vice President for his/her review. The TRC will arrange to deliver the packets to the VPs electronically.	Tenure Review Coordinator
On or before Jan. 8, 2021	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.	Vice President
On or before Jan 22, 2021	Superintendent/President reviews all the Tenure Review Packets and forwards recommendations for inclusion on the March Governing Board agenda. Superintendent/President's Office sends the original recommendation letters to Human Resources for duplication and distribution.	Supt/President Supt/President's Office Human Resources

On or before Jan. 26, 2021	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. 10, 2021	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 2021 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.