

---

## TENURE REVIEW & FACULTY EVALUATION MANUAL

---

### **Evaluation Procedures for Probationary/Contract Instructional and Non-Instructional Employees for Reappointment and Tenure**

1. The purpose of the probationary period is to give the probationary faculty member who is a candidate for tenure the opportunity to demonstrate to the Governing Board that he/she meets the standards for reappointment and/or tenure by the District. The candidate, under evaluation, demonstrates his or her qualifications through a rigorous process of evaluation during which a review of the candidate's performance is conducted and a recommendation is made to the Governing Board, who makes the final decision on whether to reappoint and/or grant tenure to the candidate. This Article describes the process by which the recommendation is formulated, the criteria upon which the recommendation is made, and the avenues of appeal available to the candidate.
2. A copy of the official evaluation process and tenure review procedures for probationary (contract) academic employees will be given by request to each employee upon his/her employment in the District and an electronic form shall be made available on the campus website.
3. For tenure review purposes, email should be used at a minimum and then only to arrange meetings and other types of "housekeeping" measures. Email should never be used in lieu of a face-to-face meeting or to discuss a candidate's tenure review status, evaluations, classroom or activity observations, nor the committee members' opinion of the candidate.
4. During the four-year tenure review process, Tenure Review Candidates will be limited to teaching up to 50% of their contract teaching load online. The other 50% shall be face-to-face courses so as to allow for a balanced and equitable evaluation with other tenure review faculty.

#### **Tenure Review Committee Composition:**

5. A Tenure Review Committee shall be formed for each probationary (contract) faculty member and shall be composed of one administrator and three tenured faculty members as outlined below:
  - a) The administrator shall be the responsible Assistant Superintendent/Vice President, the Dean, or Director.

- b) Two tenured faculty members (both from the candidate's discipline or department where possible, one from the School/Center if necessary) shall be nominated by the appropriate Dean in consultation with the Director, the Department Chair, and department faculty. The Dean/Director informs the faculty member of this nomination for the person's consideration.
  - c) A third tenured faculty member will be appointed from another School/Center by the Academic Senate President as an At-Large member.
  - d) All committee members shall have received a District-sponsored in-service training session specifically designed for Tenure Review Committee members before beginning their evaluation duties in the first year of tenure review. The Tenure Review Office will keep a record of all faculty and administrators who have completed the mandatory training. Each member of the Tenure Review Committee must sign a District-Approved Confidentiality Statement prior to beginning the tenure review process.
6. All four members shall be responsible for the full four years of the evaluation process barring unforeseen circumstances. If a member must be replaced, the Tenure Review Committee will decide at the outset if the replacement will be for the remainder of the tenure process or temporary.

**Responsibilities of the Parties:**

7. The administrator shall be responsible for calling initial meetings, coordinating activities of the committee, representing the committee to the Tenure Review Coordinator, and other official designated duties and shall ensure that all committee members have been trained in tenure review procedures prior to beginning the committee work according to contract language.
8. Each year, the Tenure Review Candidate shall prepare one Tenure Review Portfolio for their committee, which will be shared between committee members. It will be presented in a three-ring binder with dividers that include the following sections:
- An updated Curriculum Vita (CV)
  - A Faculty Self-Evaluation Statement
  - A course syllabus and sample materials for each course being taught
  - Any other materials deemed relevant by the Tenure Review Candidate
- The Portfolio shall serve as the resource from which the committee will be able draft the Summary Evaluation. After reviewing the Summary Evaluation with the candidate at the end of the semester, the portfolio shall be returned to the candidate as soon as possible.
9. The Peer Member and the Member-At-Large will serve as mentors for the Tenure Review Candidate. They will evaluate the candidate within the timelines and will review the evaluation with the candidate.
10. The tenure review Chair shall be responsible for the construction of a suggested schedule of meetings, activities, and observations and for inviting the Tenure Review Coordinator to the

first two mandatory meetings of the committee. A copy of this schedule shall be provided to the probationary faculty member and to the committee members, Assistant Superintendent/Vice President, Academic Affairs or Assistant Superintendent/Vice President, Student Affairs, and the Tenure Review Coordinator. Upon completion of the tenure review process for the year, the committee Chair, who will ensure that all forms are properly filled out and printed, will provide a copy of all evaluation documents with signatures for the candidate and then forward the completed packet of forms to their School/Center administrative secretary who will work with the Tenure Review Coordinator to transfer the materials to the office of the responsible Assistant Superintendent/Vice President, who will then review the packet and forward it to the Office of the Superintendent/President-along with his/her recommendation.

11. The Superintendent/President shall review the materials and write a recommendation letter to the Governing Board. The Superintendent/President will then forward the original recommendation letter to Human Resources for distribution to the candidate, the committee, the responsible Assistant Superintendent/Vice President, and the Tenure Review Office. The Superintendent/President will also forward the completed packet to Human Resources. All original tenure review documents shall be housed in Human Resources.

Meeting notes and copies of relevant documents are kept under lock and key at the Tenure Review Coordinator's office for the duration of the four-year tenure review process, after which all copies shall be sent to Human Resources.

12. The Tenure Review Coordinator (TRC) will serve as a resource to all tenure review candidates and to all committee members throughout the course of the tenure review process. The TRC may also participate as a non-voting member at all mandatory meetings. The TRC will attempt to mediate minor difficulties as they arise and may suggest a course of action to the Tenure Review Candidate and/or consult with the responsible Assistant Superintendent/Vice President and/or official SCEA representative.

### **Tenure Review Process & Policies:**

13. During each year of tenure review, the entire committee will meet to review the timelines and determine observation and meeting schedule. Each year, the administrator shall call the initial meeting of each Tenure Review Committee, at which the Chair of the Tenure Review Committee shall be elected by the committee members; tenured faculty members may accept or decline selection as Chair at their option. The committee Chair shall hold this post for the duration of the tenure review process barring unforeseen circumstances or unless decided otherwise by the committee at the outset.
14. The Tenure Review Timeline for the current academic year shall be used when determining the schedule and meeting times as well as evaluations.
15. The District-Approved Tenure Review Committee Calendar Form must be used to document the composition of the committee, the observation and meeting schedule, the window of time for evaluation as well as to ensure timely notification to the Tenure Review Candidate and

Tenure Review Coordinator. This form will be completed and delivered to the candidate at least one week prior to classroom visits. Any changes to the committee schedule require that an updated Calendar Form be distributed in a timely manner.

16. In the event of unusual or unforeseen circumstances that might cause the Tenure Review Committee to be unable to adhere to the established timeline schedule, the Tenure Review Committee Chair, after conferring with the probationary faculty member and the SCEA President, shall submit a written request to change the timeline schedule, along with the probationary faculty member's comments, to the Tenure Review Coordinator, outlining the reasons and conditions for the request. The Tenure Review Coordinator shall confer with the responsible Assistant Superintendent/Vice President and will respond to the Chair's request within five working days stating reasons for either granting or denying the request. A copy of this written response shall be delivered to the respective probationary faculty member.
17. At a minimum, a 50-minute classroom or activity observation shall be made by each of the four members each year except when the Assistant Superintendent/Vice President shall conduct the classroom or activity observation in lieu of the Dean in at least one of the four years.
18. A student evaluation will be conducted using the prescribed form in the Tenure Review & Faculty Evaluation Manual. Only registered students may evaluate instructional faculty. The evaluation will be administered by a student chosen by the faculty member, and completed evaluation questionnaires will be forwarded to the appropriate School/Center office, which will ensure their timely delivery to Human Resources. For Counseling, EOPS, DSS, or ITC faculty, the administrative secretary will type the faculty member's name into the top of the student evaluation form before printing it. The directions on the form will instruct the student to return the form to a designated evaluation box at the front counter of the area's office. A minimum number of 30 student evaluations will be printed for students to evaluate the faculty member on scheduled appointments or student contacts during the student evaluation window. The student will receive the evaluation form when he or she checks in to the appointment and will fill it out after the appointment in the office waiting room. At the conclusion of the student evaluation window, the administrative secretary will return the completed forms to Human Resources for processing.

Human Resources will summarize the results of the student evaluation and prepare a student evaluation summary report for the Dean or Director.

19. In specialty programs that require an Academic Director (e.g., Nursing, etc.), the Director may serve in the capacity of the Dean, in which case, if the Dean chooses, he or she may rotate in to evaluate the faculty member in lieu of the Director. Certain specialty programs, such as Nursing, etc., mandate specific evaluation procedures to licensing requirements, which are separate from those for tenure review purposes.
20. In addition to the District Board policy, Tenure Review Process Policy Statement, criteria to be considered in the official evaluation and tenure review of probationary faculty have been developed by District faculty and management. These criteria, which serve as standards for

the evaluation itself, are elaborated in the Tenure Review Guidelines. These criteria shall include:

- a) Performance in classroom teaching or in non-instructional services or in the fulfillment of other primary responsibilities specifically listed in the employment job description;
  - b) Continuing professional growth and participation in professional activities; and
  - c) Active participation in collegial governance and campus life.
  - d) Demonstration of respect for students' rights and needs and sensitivity to and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students;
  - e) Demonstration of respect for colleagues, other college staff and the teaching profession;
21. Criteria listed above and detailed in Criteria for Evaluating Instructional and Non-Instructional Faculty is not all inclusive and is not intended to eliminate from consideration additional standards of performance related to the primary assignment of the probationary faculty member. Such additional criteria, if appropriate, will be determined prior to the evaluation period and will be submitted in writing to the probationary faculty member by his/her responsible administrator and disseminated to members of the Tenure Review Committee with a copy to the Tenure Review Coordinator.
22. Evaluations shall not be based upon information unrelated to the probationary faculty member's performance as specified in Items 21 and 22 above.
23. The private life of a probationary faculty member, including religious, political, and organizational affiliations, or sexual orientation, shall not be a part of the probationary faculty member's evaluation and tenure review process in any manner except as prescribed by the Education Code.
24. The evaluation may be based upon information obtained through the use of videotape or other recording devices only with the explicit written permission of the probationary faculty member. No reproductions of these recordings may be made, and the originals must be returned to the probationary member in a timely manner.

Only first hand information available to the Tenure Review Committee members will be allowed. No correspondence anonymous or otherwise from non-committee members shall be used in this process.

25. Employees hired after the start of the fall semester whose service exceeds 75% of the days of service in the fiscal year shall be evaluated in the fall semester if feasible. If it is not feasible, the evaluation will take place in the following spring semester. Those employees whose service does not equal 75% of the days of service in the fiscal year shall be evaluated

beginning in the Fall Semester of the first full fiscal year of service in accordance with California Education Code § 87605.

26. Any complaint regarding the implementation of evaluation or tenure review procedures shall first be brought to the attention of the Tenure Review Coordinator, who shall confer with the SCEA President as well as the Assistant Superintendent/Vice President, Academic Affairs and/or Assistant Superintendent/Vice President, Student Affairs, so that a viable solution may be found. If a satisfactory solution is not found within five working days, the Tenure Review Candidate may opt to proceed with the complaint through the contracted Grievance Procedure.
27. By mutual agreement of the Governing Board and SCEA, negotiations on this Article may be reopened at any time.