



<p><b>On or before Sept. 12</b></p> <p><b><u>Mandatory</u></b></p>	<p><b><u>Committee meets without the Tenure Review Candidate</u></b> 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 <b>1<sup>st</sup> Year</b> Tenure Review Candidate for a “<b>meet &amp; greet</b>” and briefly reviews the Tenure Review Procedures with the Candidate. Meet &amp; 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>	<p>School/Center Dean</p>
<p><b>On or before Sept. 12</b></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><b>Sept. 26 to Oct. 21</b></p>	<p>The Candidate’s Tenure Review Portfolio, which should include a Self-Evaluation Statement, an updated CV, class 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.</p> <p>Candidate must receive at least one week’s notice of the due date in writing. One portfolio will be shared by all committee members.</p>	<p>TR Candidate</p>
<p><b>Sept. 19 to Oct. 22</b></p>	<p><b>Evaluation period begins:</b> Classroom visitations / activity observations conducted Window of Evaluation: <b>Sept. 19 - Oct. 22</b></p>	<p>Each member *Cognizant VP does the evaluation for 4<sup>th</sup> year candidates as the ‘administrator’.</p>
<p><b>Within one week of observation</b></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>	<p>Each member *Cognizant VP does the evaluation for 4<sup>th</sup> year candidates as the ‘administrator’.</p>
<p><b>Sept. 30-Oct. 14</b></p>	<p>Student evaluations for Non-Instructional Faculty conducted</p>	<p>School/Center Dean</p>
<p><b>Sept. 30-Oct. 14</b></p>	<p>Student evaluations for Instructional Faculty conducted (Note: Short Session Classes shall be notified of their student evaluation date.)</p> <p>Results should be available 3-5 days after HR receives completed student evaluation packets.</p>	<p>Human Resources</p>
<p><b>Oct. 22</b></p>	<p><b>Evaluation period ends</b> (a 5-week evaluation window)</p>	

Oct. 28	Designated Staff members of each School will be able to access results of student evaluations online.	School and Human Resources
On or before Nov. 8  <u>Mandatory</u>	The Committee meets <b>without the Candidate</b> 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 must be invited</u> to review the evaluations & summary comments as well as to ensure that the packet is complete.	Committee Chair
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. 19	Additional class visitations completed if deemed necessary by an Early Alert notice.	Each member
On or before Nov. 22  <u>Mandatory</u>	<b>Committee meets with Candidate</b> to review Summary Evaluation and inform the Candidate of the Committee’s recommendation.  <b>Note: Tenure Review Coordinator is not normally invited to this meeting.</b>  One committee member may phone in by conference call if necessary for any mandatory meeting.	Committee Chair
On or before Nov. 28	Committee Chair must provide the School/Center Administrative Secretary a completed and signed packet for each tenure review candidate.	Committee Chair  School/Center Secretary
On or before Dec. 2 (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 <b><u>The completed Tenure Review Packet will include in this order:</u></b> <b><u>(NOTE: Original signatures must be on the color paper, not copied from another source/paper)</u></b> <ul style="list-style-type: none"> <li>• A typed cover sheet on the front of each packet identifying the name of the Candidate, the School and the committee members. (<b>white</b> paper)</li> <li>• Recommendation Form to the Supt/Pres. from the Committee Chair (<b>white</b> paper)</li> <li>• Candidate’s Self Evaluation Statement (<b>blue</b> paper)</li> <li>• all Class/Activity Evaluations (<b>green</b> paper)</li> <li>• all Syllabi checklists (<b>pink</b> paper)</li> <li>• Summary Evaluation (<b>yellow</b> paper)</li> <li>• Copy of the Candidate’s updated CV/Resume (<b>white</b> paper)</li> <li>• Student Evaluations (<b>white</b> paper)</li> </ul>	School/Center Secretary  TR Coordinator Committee Chair  NOTE: Actual signatures must be on the color paper, not duplicated from another sheet.

<b>On or before Dec. 5</b>	The completed Tenure Review Packets are delivered to the cognizant Vice President for his/her review.	Tenure Review Coordinator
<b>On or before Jan. 10, 2017</b>	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
<b>On or before Jan 24, 2017</b>	Superintendent/President reviews all the Tenure Review Packets and forwards her recommendations for inclusion on the March Governing Board agenda.  Superintendent/President's Office sends the original recommendation letters to Human Resources for distribution.  Tenure Review Packets and copies of the recommendation letters to the Candidates are forwarded to the Tenure Review Office for duplication and filing.	Supt/President  Supt/President's Office  Supt/President's Office TR Coordinator
<b>On or before Jan. 26, 2017</b>	The TR Coordinator will follow-up to ensure that all completed and reviewed Tenure Review Packets are in the Human Resources' possession.	TR Coordinator
<b>On or before Feb. 7, 2017</b>	A list of faculty names for inclusion on the March Governing Board agenda for approval of tenure year is sent for inclusion on the March Governing Board agenda after consultation between Human Resources and the TR Coordinator to assure accuracy. A copy is forwarded to the TR Coordinator.	Human Resources
<b>March 2017 Governing Board Meeting*</b>	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.