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**Tenure Review & Faculty Evaluation Manual**

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**SUGGESTED TENURE REVIEW TIMELINES**  
**INSTRUCTIONAL AND NON-INSTRUCTIONAL FACULTY**  
**Spring 2019**

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).

<b>By this time:</b>	<b>Activity to have been completed:</b>	<b>Person responsible:</b>
<b>Prior to the beginning of the 2019 Spring semester</b>	<p>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.</p> <p>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.</p>	<p>School/Center Dean</p> <p>Academic Senate President</p>
<b>By Feb. 1</b>	<p>Deans confirm all new committee members from their Schools/Departments.</p> <p>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.</p>	<p>School/Center Dean</p> <p>Academic Senate President</p>
<b>By Feb. 14</b> <b><u>Mandatory</u></b>	<p>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.</p> <p>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.</p>	<p>TR Coordinator</p> <p>TR Coordinator</p>

<p><b>On or before Feb. 14</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 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 Feb. 14</b></p>	<p>A copy of the Committee Calendar Form, which includes visitation assignments, will be sent to TRC. Tenure Review</p> <p>Candidates will receive a copy at least one week prior to the beginning of the evaluation period.</p>	<p>Committee Chair</p>
<p><b>February 25 to April 6</b></p>	<p><b>Evaluation period begins:</b> Classroom visitations / activity observations conducted</p> <p>Window of Evaluation: <b>February 25-April 6</b> Please be aware of Spring Break: March 25-March 31</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. Please be aware of Spring Break: March 25-March 31</p>	<p>Each member *Cognizant VP does the evaluation for 4<sup>th</sup> year candidates as the ‘administrator’.</p>
<p><b>Feb. 26 to March 23</b></p>	<p>A 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>March 8 to March 22</b></p>	<p>Student evaluations for Instructional Faculty conducted (Note: Short Session Classes shall be notified of their student evaluation date.)</p>	<p>Human Resources</p>
<p><b>March 8 to March 22</b></p>	<p>Student evaluations for non-instructional faculty (except for librarians) conducted</p>	<p>School/Center Dean</p>
<p><b>March 8 to April 5</b></p>	<p>Student evaluations for librarians conducted</p>	<p>Committee Chair</p>
<p><b>March 25 to March 31</b></p>	<p>Spring Break (Note: March 29<sup>th</sup> and April 1<sup>st</sup> are District holidays.)</p>	<p>All SWC employees</p>

<b>April 6</b>	<b>Evaluation period ends</b> (a 5-week evaluation window)	All committee members
<b>April 12</b>	Designated staff members of each School/Center will be able to access results of student evaluations online.	School/Center and Human Resources
<b>On or before April 23</b> <b><u>Mandatory</u></b>	<p>The Committee meets <b><u>without the Candidate</u></b> to review all class evaluations and materials. The Summary Evaluation is drafted by the group.</p> <p>Tenure Review Coordinator must be invited to review the evaluations &amp; summary comments as well as to ensure that the packet is complete.</p> <p>One committee member may phone in by conference call if necessary for any mandatory meeting.</p>	Committee Chair
<b>On or before April 26</b>	If a committee has concerns, an “Early Alert” form, which is available on the campus 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
<b>April 29 to May 4</b>	Additional class visitations completed if deemed necessary by an Early Alert Notice.	Each member
<b>On or before May 7</b> <b><u>Mandatory</u></b>	<p><b><u>Committee meets with Candidate</u></b> to review and sign the Summary Evaluation. This is the final meeting of the cycle and must include all committee members at the meeting.</p> <p><b><u>Note: The Tenure Review Coordinator is not typically invited to this meeting.</u></b></p> <p>One committee member may phone in by conference call if necessary for any mandatory meeting.</p>	Committee Chair
<b>On or before May 9</b>	Committee Chair must provide the School/Center Secretary a completed and signed packet for each tenure review candidate.	Committee Chair School/Center Secretary
<b>On or before May 13, (noon)</b>	<p>School/Center Secretary must have all packets reviewed &amp; completed and requested the TR coordinator to the School/Center office for review &amp; pick-up all packets</p> <p><b><u>The completed Tenure Review Packet will include in this order:</u></b></p> <p><b><u>(NOTE: Original signatures must be on the color paper, not copied from another source/paper)</u></b></p> <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 paper</b>)</li> <li>• Recommendation Form to the Supt/Pres. from the Committee Chair (<b>white paper</b>)</li> <li>• Candidate’s Self Evaluation Statement (<b>blue paper</b>)</li> <li>• all Class/Activity Evaluations (<b>green paper</b>)</li> <li>• all Syllabi checklists (<b>pink paper</b>)</li> <li>• Summary Evaluation (<b>yellow paper</b>)</li> </ul>	<p>School/Center Secretary TR Coordinator Committee Chair</p> <p>NOTE: Actual signatures must be on the color paper, not duplicated from another sheet.</p>

	<ul style="list-style-type: none"> <li>• Copy of the Candidate's updated CV/Resume (<b>white</b> paper)</li> <li>• Student Evaluations (<b>white</b> paper)</li> </ul>	
<b>On or before May 15</b>	The completed Tenure Review Packets are delivered to the cognizant Vice President for his/her review.	Tenure Review Coordinator
<b>On or before May 22</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 May 29</b>	<p>Superintendent/President reviews all the Tenure Review Packets and forwards recommendations for inclusion on the July 2019 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>
<b>On or before May 31</b>	The TR Coordinator will follow-up to ensure all completed and reviewed Tenure Review Packets are in Human Resources' possession.	TR Coordinator
<b>On or before June 10</b>	<p>A list of faculty names for inclusion on the July 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.</p> <p>Copies of the recommendation letters to the Candidates are forwarded to the Tenure Review Office for filing.</p>	<p>Human Resources</p> <p>Human Resources TR Coordinator</p>
<b>July 2019 Governing Board Meeting*</b>	<p>Board determines the status of each Tenure Review Candidate.</p> <p>(Written notification must be given to those Candidates that will not be rehired by March 15 in conformance with Ed. Code Article II §87609.)****</p>	Governing Board

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

\*\*HR will hand tabulate the results and notify the school when ready.

\*\*\*If the evaluation is completed earlier, it is possible that the candidate's name may go to the Governing Board in June.

\*\*\*\*Applies to probationary faculty evaluated in the fall semester.

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.