



# **COMMITTEE MEMBER TRAINING FOR TENURE REVIEW**

Southwestern College

# About the Tenure Review (TR) Process

**TR Philosophy:** “The period during which prospective members of the Southwestern College faculty are reviewed for tenure or reappointment is best understood as a continuation of the search and selection process...It is intended that the tenure review process be comprehensive, fair and humane. It is acknowledged that it is a rigorous process.”

“At its conclusion, a decision will be made that is designed to strengthen and support instruction and the academic integrity of the College’s programs.”

It is recommended that, starting with year 1, the committee provide a candid critique of the candidate’s performance including honest and specific feedback and detailed recommendations. It is important to clearly and accurately document concerns, as well as recognize praises and strengths, from the beginning of the process so that there is a foundation to build upon in future evaluations.

# Purpose of Tenure Review

To ensure that every Southwestern College faculty member is evaluated in accordance with California Education Code, Title 5 regulations and the policy and procedures agreed upon and adopted by this District by way of the SCEA.

A contract faculty member is a **probationary employee** [at SWC = “Tenure Track”] & must be evaluated once a year. Once tenure is granted (if reemployed after the 4<sup>th</sup> year), the faculty member is a permanent employee.

# Evaluation Forms & Tenure Review Information

These can be found on our SWC website:

swccd.edu  \*

Faculty & Staff 

[Tenure Review & Faculty Evaluation](#)

(\*  = then click on)

Tenure Review evaluation procedures can be found in the *Tenure Review & Faculty Evaluation Manual*, which is also posted on the website.


# Confidentiality Agreement

- The Confidentiality Agreement protects faculty members serving on the committee and the District from liabilities.
- You will be asked to sign it at your first committee meeting each year before beginning the TR committee process. Make sure that you take a moment to read and review it.
- Signed forms are returned to the TRC.
- Discussions about a Candidate's performance evaluation should only take place during official meetings so that all members are present and confidentiality is maintained.

Note: Candidates do **not** have to sign this agreement, which allows them the ability to seek help both within and outside the TR Committee.



# Legal Use of Email in Faculty Evaluation Process

- Email is considered “public domain” and is therefore, not considered confidential. Therefore, **email should not be used to send tenure review documents.**
  - Email should be used only to plan meetings, announce changes in meeting times, invite people to meetings or to exchange public documents, such as a timeline calendar or committee calendar (housekeeping purposes).
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# Composition of the Tenure Review Committee

- 4 members
- One Administrator: Vice President for Academic Affairs or Student Affairs or his or her designee (Dean/Director)
  - VPAA or VPSA does the classroom or activity visitation once, traditionally in year 4.
- Two tenured faculty members from Candidate's discipline or department (or School, if necessary) identified by School Dean in consultation with the Department Chair
- One At-Large member from another School identified by the Academic Senate President
- Each committee will choose a Chair.
- The Tenure Review Coordinator (TRC) is a resource and a neutral, non-voting member of tenure review committees to ensure that the process is followed.



# Expectations for Committee Members

- Be as objective as possible
- Be constructive in their criticism
- Maintain confidentiality
- Use District-approved forms and follow all timelines and guidelines
- Responsibilities of the Chair:
  - Scheduling meetings 2 & 3 and ensuring the TRC is invited to meetings 1 & 2
  - Sending out the TR Individual Committee Calendar
  - Preparing the Candidate's packet & submitting it to the School's Administrative Secretary
  - Note: Sometimes the Administrative Secretary will do the first two tasks on behalf of the Chair

# Criteria for Evaluation

## *Tenure Review & Faculty Evaluation Manual*

- Classroom evaluations (at a minimum of 50 minutes) or activity evaluations
- Student evaluations
- Tenure Review Portfolio – to be updated annually (submitted to the school secretaries)
  - Updated Curriculum Vitae (CV)
  - A Faculty Self-Evaluation Statement
  - A course syllabus and sample materials for each course being taught
  - Pictures or samples of projects, art, or events where the Candidate was the sole or primary faculty
  - Any other materials deemed relevant by the Candidate
- Additional criteria as determined prior to the evaluation period and submitted in writing to the Candidate
- Discussions with the Candidate and other first-hand information known or observed by committee members

# Five Areas of Evaluation

*Tenure Review & Faculty Evaluation Manual* & in accordance with California Education Code

Note: These 5 areas are the same 5 areas on Self-Evaluation Statement and the Summary Evaluation form.

1. **Teaching/Performance Effectiveness:** Performance in teaching or in non-instructional services or primary responsibilities
2. **Institutional Commitment:** Active participation in collegial governance and campus life.
3. **Professional Activities:** Continuing professional growth and participation in professional activities.
4. **Student Relations:** Demonstration of respect for students' rights and needs...diverse academic, social, economic, cultural, disability and ethnic backgrounds.
5. **Collegial Relations:** Demonstration for respect for colleagues, other college staff, & the teaching profession

# Online / Hybrid Evaluations

- For probationary faculty, only 50% of teaching load can be online.
- Ideally, online evaluators should have knowledge of or experience with teaching online.
- Training videos are available on the [website](#) to help evaluators navigate the new online evaluation forms.
- If a class is hybrid, the online portion is evaluated, not the face-to-face.

# Tenure Review Timeline Calendar

Specific timelines are written in the Tenure Review Institutional Timeline Calendar. **It is imperative to meet all deadlines.** In sum, ...

- **MANDATORY MEETING #1:** Committee members meet without the candidate in the first few weeks of the semester. Committee members invite the candidate to the end of this meeting (*mandatory in year 1; optional in years 2-4*). The Dean/Director schedules meeting #1.
- Classroom visitations or activity observations conducted
  - Post-visitation or activity observation discussed with Candidate within a week. A copy is given to the Candidate after signing. The evaluation is kept safe with a committee member until the Summary Evaluation meeting.
- Student evaluations conducted
- Portfolio submitted
- **MANDATORY MEETING #2:** The Committee meets without the Candidate to review evaluations and materials. At this time, the Summary Evaluation form is drafted, which gives the Committee's recommendation.
- **MANDATORY MEETING #3:** Committee members and Candidate meet to review the Summary Evaluation.
- The Candidate's packet submitted to the VPAA or VPSA & S/P
  - The Governing Board determines status of each Candidate by March 15. Written notification must be given by March 15<sup>th</sup> to those Candidates who will not be rehired in conformance with Ed Code Article II §87609.



# A Note about Forms

- All forms will be emailed to you or are available on the [website](#).
- In order to help your School Office as well as the Tenure Review Office deal with the extraordinary number of documents that must be reviewed, we are continuing to implement the color-coding system that will help us in locating a document quickly within files (see next slide).
- Signatures are required on evaluation documents.
- Please use the candidate's full, legal name.


# Color Coding for the Final Packet

Please make sure all documents contain necessary signatures and are presented in this order

1. Cover Sheet with Committee names = **white**
2. Committee Recommendation to the Superintendent/President = **white**
  - The language on this form needs to be the exact same as the Summary Comments on page 4 of the Summary Evaluation form.
3. Faculty Self-Evaluation Statement = **blue**
4. Class Visitation/ Activity Observation (4) = **green**
5. Syllabus Checklist (4) = **pink**
6. Summary Evaluation (1) = **yellow**
7. Instructor Curriculum Vitae = **white**
8. Student Evaluations = **white**



# What if there's a problem?

- Minor problems: Hopefully there can be resolution of the misunderstanding within the Committee. The TRC is available to help.
  - For major problems, please contact the SCEA President.
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# THANK YOU FOR YOUR SERVICE!

You can discuss the TR process with the following people  
without breaching confidentiality:

Tenure Review Coordinator Claire Utgaard, Office Location 104C,  
ext. 6706 or 5478

SCEA President S. Rob Shaffer, Office Location 104, ext. 5567

