



Tenure Review & Faculty Evaluation Manual

SUGGESTED TENURE REVIEW TIMELINES INSTRUCTIONAL AND NON-INSTRUCTIONAL FACULTY 2013-2014

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 2013 Fall semester	Within one month of hire, the Dean nominates tenured discipline faculty to serve on new faculty member's tenure review committee as well as replacements that may be necessary due to sabbaticals, retirements, etc. and reviews these recommendations with the Department Chair. 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.	School Dean Academic Senate President
By Aug. 26	Deans announce all new committee members from their Schools/Departments, upon consultation with Dept. Chair. 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.	School Dean Academic Senate President
By Sept. 6 <u>Mandatory</u>	All new members of a Tenure Review Committee or any untrained replacement Tenure Review Committee members must complete a mandatory online Tenure Review training session available on the TR website. All tenure review documents and forms are reviewed. New Tenure Review Candidates are apprised of pertinent dates and procedures. All other <u>standing</u> Tenure Review Committees and Candidates will be informed of any changes in policy, documents or procedures as well as of pertinent dates.	TR Coordinator TR Coordinator
By Sept. 13 <u>Mandatory</u>	Committee meets <u>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 Public Folders/TR Website. <u>TR Coordinator must be invited to meeting.</u> 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.	School Dean
By Sept. 16	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.	Committee Chair

Oct. 1 to Oct. 31	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. Candidate must receive at least one week's notice of the due date in writing. One portfolio will be shared by all committee members.	TR Candidate
Sept. 23 to Nov. 1	Evaluation period begins: Classroom visitations / activity observations conducted Window of Evaluation: Sept. 23 - Nov. 1	Each member *Cognizant VP does the evaluation for 4 th year candidates as the 'administrator'.
Within one week of observation	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.	Each member *Cognizant VP does the evaluation for 4 th year candidates as the 'administrator'.
Oct. 9 - 22*	Student evaluations for Non-Instructional Faculty conducted	School Dean
Oct. 9 - 22*	Student evaluations for Instructional Faculty conducted (Note: Short Session Classes shall be notified of their student evaluation date.) Results should be available 3-5 days after HR receives completed student evaluation packets.	Human Resources
Nov. 1*	Evaluation period ends (a 6-week evaluation window)	
Nov. 4	Designated Staff members of each School will be able to access results online.	School and Human Resources
By Nov. 8* <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. <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
By 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. 15 to Dec. 2	Additional class visitations completed if deemed necessary.	Each member
By Dec. 6 <u>Mandatory</u>	Committee meets <u>with Candidate</u> to review Summary Evaluation and inform the Candidate of the Committee's recommendation. <u>Note:</u> Tenure Review Coordinator is not normally invited to this meeting.	Committee Chair
By Dec. 9	Committee Chair must provide the School/Center Administrative Secretary a completed and signed packet for each tenure review candidate.	Committee Chair School/Center Secretary
By Dec. 13 (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>	School/Center Secretary TR Coordinator Committee Chair NOTE: Actual signatures

	<u>(NOTE: Original signatures must be on the color paper, not copied from another source/paper)</u> • A typed cover sheet on the front of each packet identifying the name of the Candidate, the School and the committee members. (white paper) • Recommendation Form to the Supt/Pres. from the Committee Chair (white paper) • Candidate's Self Evaluation Statement (blue paper) • all Class/Activity Evaluations (green paper) • all Syllabi checklists (pink paper) • Summary Evaluation (yellow paper) • Copy of the Candidate's updated CV/Resume (white paper) • Student Evaluations (white paper)	must be on the color paper, not duplicated from another sheet.
By Dec. 16	The completed Tenure Review Packets are delivered to the cognizant Vice President for his/her review.	Tenure Review Coordinator
By Jan. 6, 2014	All Tenure Review packets will have been reviewed by the Cognizant Vice President and all entire packets along with a recommendation memo for each TR candidate are delivered to the Superintendent/President for final approval.	Vice President
By Jan. 27, 2014	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
By Jan. 30, 2014	The TR Coordinator will follow-up to assure all completed and reviewed Tenure Review Packets are in the Human Resources' possession.	TR Coordinator
By Feb. 3, 2014	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 with Human Resources and the TR Coordinator to assure accuracy. A copy is forwarded to both Human Resources and the TR Coordinator.	Supt/President's Office
March 2014 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**.

Any and all changes to this timeline must receive prior approval from the Tenure Review Coordinator.