

**PERALTA COMMUNITY COLLEGE DISTRICT
Tenure Review Evaluation Plan — Year 1**

FALL SEMESTER			
When	Who	What	
	Administrator	First TRC meeting to elect TRC Chair and develop the evaluation plan	
	Chair	Evaluation Plan submitted to Tenure Review Facilitator and Candidate	
	Faculty:	Classroom observation (and report) + student evaluations	
	TRF+ VPI	Evaluation plan approved	
	Chair	TRC meeting (to review classroom observation + student evaluations)	
	Faculty:	Classroom observation (and report) + student evaluations	
	Administrator	Peer evaluations requested from faculty in Candidate's discipline	
	Chair	TRC meeting (to review classroom observation + student evaluations)	
	Faculty:	Classroom observation (and report) + student evaluations	
	Administrator	Administrative evaluation, Administrator's classroom observation, and peer evaluation(s) submitted to Tenure Review Facilitator	
	Chair	TRC meeting (to review all documents so far)	
	Candidate	Self-evaluation submitted to TRC Chair	
	Chair	Summary report completed by TRC	
	Chair	TRC meeting (to review all evaluations; complete summary report and the certification form, with all signatures)	
	Candidate	Candidate's response to TRC's recommendation (optional)	
	Chair	Summary report and certification form submitted to Tenure Review Facilitator	
SPRING SEMESTER			
When	Who	What	
	Administrator	First TRC meeting to elect TRC Chair and develop the evaluation plan	
	Faculty:	Classroom observation (and report) + student evaluations	
	TR Certification Committee	Recommendations certified and sent to College President	
	Faculty:	Classroom observation (and report) + student evaluations	
	VCAA + TRF	All certifications reviewed	
	VCAA	All certifications sent to Chancellor	
	Faculty:	Classroom observation (and report) + student evaluations	
	Chair	TRC meeting (to review all documents so far)	
	Candidate	Self-evaluation submitted to TRC Chair and TRC meeting	
	TRF	All portfolios complete and reviewed	
	TRF	All TRC stipends verified	
APPROVED BY			
Vice President of Instruction	Date	Tenure Review Facilitator	Date

**PERALTA COMMUNITY COLLEGE DISTRICT
Tenure Review Evaluation Plan — Year 2**

Tenure Candidate	Tenure Review Facilitator	Faculty Mentor	Date Completed
TRC Chair	Member	Member	Dean/Supervisor
FALL SEMESTER			
When	Who	What	
	Administrator	First TRC meeting to elect TRC Chair and develop the evaluation plan	
	Chair	Evaluation Plan submitted to Tenure Review Facilitator and Candidate	
	Faculty:	Classroom observation (and report) + student evaluations	
	TRF+ VPI	Evaluation plan approved	
	Chair	TRC meeting (to review classroom observation + student evaluations)	
	Faculty:	Classroom observation (and report) + student evaluations	
	Administrator	Peer evaluations requested from faculty in Candidate's discipline	
	Chair	TRC meeting (to review classroom observation + student evaluations)	
	Faculty:	Classroom observation (and report) + student evaluations	
	Administrator	Administrative evaluation, Administrator's classroom observation, and peer evaluation(s) submitted to Tenure Review Facilitator	
	Chair	TRC meeting (to review all documents so far)	
	Candidate	Self-evaluation submitted to TRC Chair	
	Chair	Summary report completed by TRC	
	Chair	TRC meeting (to review all evaluations; complete summary report and the certification form, with all signatures)	
	Candidate	Candidate's response to TRC's recommendation (optional)	
	Chair	Summary report and certification form submitted to Tenure Review Facilitator	
SPRING SEMESTER			
When	Who	What	
	TR Certification Committee	Recommendations certified and sent to College President	
	VCAA + TRF	All certifications reviewed	
	VCAA	All certifications sent to Chancellor	
	Faculty:	Classroom observation (and report) + student evaluations	
	Chair	TRC meeting (to review all documents so far)	
	Candidate	Self-evaluation submitted to TRC Chair and TRC meeting	
	TRF	All portfolios complete and reviewed	
	TRF	All TRC stipends verified	
	TR Certification Committee	Recommendations certified and sent to College President	
	VCAA + TRF	All certifications reviewed	
	VCAA	All certifications sent to Chancellor	
APPROVED BY			
Vice President of Instruction	Date	Tenure Review Facilitator	Date

**PERALTA COMMUNITY COLLEGE DISTRICT
Tenure Review Evaluation Plan — Year 3**

Tenure Candidate	Tenure Review Facilitator	Faculty Mentor	Date Completed
TRC Chair	Member	Member	Dean/Supervisor
FALL SEMESTER			
When	Who	What	
	Administrator	First TRC meeting to elect TRC Chair and develop the evaluation plan	
	Chair	Evaluation Plan submitted to Tenure Review Facilitator and Candidate	
	Faculty:	Classroom observation (and report) + student evaluations	
	TRF+ VPI	Evaluation plan approved	
	Chair	TRC meeting (to review classroom observation + student evaluations)	
	Faculty:	Classroom observation (and report) + student evaluations	
	Administrator	Peer evaluations requested from faculty in Candidate's discipline	
	Chair	TRC meeting (to review classroom observation + student evaluations)	
	Faculty:	Classroom observation (and report) + student evaluations	
	Administrator	Administrative evaluation, Administrator's classroom observation, and peer evaluation(s) submitted to Tenure Review Facilitator	
	Chair	TRC meeting (to review all documents so far)	
	Candidate	Self-evaluation submitted to TRC Chair	
	Chair	Summary report completed by TRC	
	Chair	TRC meeting (to review all evaluations; complete summary report and the certification form, with all signatures)	
	Candidate	Candidate's response to TRC's recommendation (optional)	
	Chair	Summary report and certification form submitted to Tenure Review Facilitator	
SPRING SEMESTER			
When	Who	What	
	TR Certification Committee	Recommendations certified and sent to College President	
	VCAA + TRF	All certifications reviewed	
	VCAA	All certifications sent to Chancellor	
	Faculty:	Classroom observation (and report) + student evaluations	
	Chair	TRC meeting (to review all documents so far)	
	Candidate	Self-evaluation submitted to TRC Chair and TRC meeting	
	TRF	All portfolios complete and reviewed	
	TRF	All TRC stipends verified	
	TR Certification Committee	Recommendations certified and sent to College President	
	VCAA + TRF	All certifications reviewed	
	VCAA	All certifications sent to Chancellor	
APPROVED BY			
Vice President of Instruction	Date	Tenure Review Facilitator	Date

**PERALTA COMMUNITY COLLEGE DISTRICT
Tenure Review Evaluation Plan — Year 4**

Tenure Candidate	Tenure Review Facilitator	Faculty Mentor	Date Completed
TRC Chair	Member	Member	Dean/Supervisor
FALL SEMESTER			
When	Who	What	
	Chair	First TRC meeting to elect TRC Chair and develop the evaluation plan	
	Chair	Evaluation Plan submitted to Tenure Review Facilitator and Candidate	
	TRF + VPI	Evaluation plan approved	
	Administrator	Peer evaluations requested from faculty in Candidate's discipline	
	Faculty	Classroom observation (and report) + student evaluations	
	Faculty	Student evaluations	
	Faculty	Student evaluations	
	Administrator	Administrative evaluation, Administrator's classroom observation, and peer evaluation(s) submitted to Tenure Review Facilitator	
	Chair	TRC meeting (to review all documents so far)	
	Candidate	Self-evaluation submitted to TRC Chair	
	Chair	Summary report completed by TRC	
	Chair	TRC meeting (to review all evaluations; complete summary report and the certification form, with all signatures)	
	Candidate	Candidate's response to TRC's recommendation (optional)	
	Chair	Summary report and certification form submitted to Tenure Review Facilitator	
APPROVED BY			
Vice President of Instruction	Date	Tenure Review Facilitator	Date