

TENURE REVIEW EVALUATION PLAN*

For 2017-2018

Tenure Track CANDIDATE: _____ College: _____

TRC Chair: _____ Dean/Supervisor: _____

TRC Member: _____ Faculty Mentor (optional): _____

TRC Member: _____ Tenure Facilitator: _____

Date(s) **Activity** **Fall Semester/Year:** _____

- Aug 17 • Tenure Review ORIENTATION.
- Sept 1 • TRC to have met with Candidate to develop Evaluation Plan (by 3rd week).
- Sept 15 • Evaluation Plan to be completed & approved by VPI & Tenure Facilitator, and copies distributed.
- Sept 18 • 1st TRC Faculty/Classroom Observation and 1st set of Student Evaluations to be done. Once done, forward original Student Evaluations (SEIs) with Cover Sheet to Ann Childress at VC-AA/District Office for processing/tallying. SEI Report w/Comments will be returned to TRC Chair. Signed TRC Faculty/Classroom Observation gets put into Candidate's TR portfolio, housed in the Vice President's Office.
- Oct 6 • TRC meets with Candidate to review (student and faculty) evaluations done so far.
- Oct 9 • 2nd [____] TRC Faculty/Classroom Observation and 2nd [____] set of Student Evaluations to be done. *[See Sept (18) – 1st evaluations above for instructions on processing/filing.]*
- Oct 16 • Peer Evaluations sent (by Dean) to faculty in Candidate's discipline. Once done, Peer Evaluations are put into portfolio housed in the Vice President's Office.
- Oct 27 • TRC meets with Candidate to review (student and faculty) evaluations done so far.
- Oct 30 • 3rd [____] TRC Faculty/Classroom Observation and 3rd [____] set of Student Evaluations to be done. *[See Sept (18) – 1st evaluations above for instructions on processing/filing.]*
- Nov 13 • Administrative and Faculty/Classroom Observation Evaluations to be done and placed into Candidate's portfolio.
- Nov 17 • TRC meets with Candidate to review evaluations (ASAP after rec't. of SEI Rpt. by TRC Chair).
- Nov 20 • Self-Evaluation to be completed by Candidate, and placed into Candidate's portfolio by TRC Chair.
- Dec 1 • TRC Meets with Candidate to review all evaluations & Summary Rpt, and for TRC, Dean & Candidate to sign Certification/Recommendation form; Tenure Facilitator to attend/monitor process.
- Dec 7 • If desired, Candidate may do written response to the TRC's recommendations.
- Dec 8 • TRC to have submitted Summary Rpt & Certification recommendation to Tenure Facilitator before Holidays.

Date(s) **Activity** **Spring Semester/Year:** _____

- Jan 18 • Possible [New] Tenure Review ORIENTATION during Professional Days
- Jan 29 • [1st yr TT Candidate or if necessary] 4th [____] TRC Faculty/Classroom Observation and 4th [____] Set of Student Evaluations to be done. *[See Sept (18) – 1st evaluations above for instructions on processing/filing.]*
- Feb 2 • College Tenure Review Certification Committee meets to review/concur with TRC recs. & send Certs./Recs. to President for review & signature
- Feb 5 • [1st yr TT Candidate or if necessary] 5th [____] TRC Faculty/Classroom Observation and 5th [____] Set of Student Evaluations to be done. *[See Sept (18) – 1st evaluations above for instructions on processing/filing.]*
- Feb 12 • VC Academic Affairs meets w/Tenure Facilitators to review all TRC Certification/Recommendations
- Feb 20 • VC Academic Affairs to have reviewed and sent all TR Certification/Recommendations to Chancellor
- Feb 23 • [1st yr TT Candidate or if necessary] 6th [____] TRC Faculty/Classroom Observation and 6th [____] Set of Student Evaluations to be done. *[See Sept (18) – 1st evaluations above for instructions on processing/filing.]*
- Feb 26 • TRC meets with Candidate to review all evaluations.
- Apr 16 • Self-Evaluation to be done by Candidate, and placed in Candidate's portfolio by TRC Chair.
- Apr 16 • TRC meets with Candidate to review all evaluations.
- Apr 23 • Tenure Facilitator meets with TRC and Candidate; verifies that all documents done and in portfolio.
- May 7 • Tenure Facilitators certify to VC Academic Affairs that all TRC members have completed their tasks; all required documents are in the portfolio.

APPROVED: **Date:** _____

Date: _____

Vice President of Instruction

College Tenure Facilitator

* Use of this form/sample Evaluation Plan is optional. TRCs are free to develop their own Evaluation Plan, but it should essentially be a timeline of activities involved in the Tenure Review process for their Candidate, following the policies and procedures in the Handbook, as suggested above. [Rev. 8-17]