

FALL 2015
ARTICLE 42 – TENURE REVIEW
At-a-glance Timeline
 See the following pages for details.

Week	Start Date	Action
1	<i>Flex Day</i>	New Probationary Contract Employee begins first full year of full time work (see Art. 42.C.1).
4	September 21, 2015	Within 20 working days of start date (Art. 42.B.2) VP appoints tenure review committee.
5	September 28, 2015 <i>Preferred start is weeks 3-5</i> <i>Data collection to be completed by November 9.</i>	Committee convenes to: <ol style="list-style-type: none"> 1. Elect a chair from tenured faculty reps. (Art. 42.B.5) 2. Develop plan for evaluation process. 3. Determine needed materials from contract faculty member, e.g. syllabi, sample assignments, handouts, and exams. 4. Determine what data to be collected, such as student evaluations, classroom observations, <i>interviews with colleagues or staff</i>, etc. 5. Determine how and who will collect data. Agree on time line to conduct process.
6	October 5, 2015	Committee meets with contract faculty member to review process as outlined in step 3. <i>Committee provides a copy of the Tenure Review plan to the evaluatee.</i>
6	October 5, 2015	Committee sends plan, reviewed by contract faculty member, to Vice President.
7	October 12, 2015	After Vice President approves plan and returns it to the committee, the evaluation continues.
8	October 19, 2015	Data Gathering commences. <i>If Administrative Evaluation is needed it should commence no later than the 3rd week of the following semester, pending outcome of the process, be presented to Board of Trustees prior to March 15.</i>
11	November 9, 2015 <i>VP and Deans meet to review summary during Nov 19 – Nov 27</i>	Committee compiles all data and completes summary then shares it with the contract faculty member in a final evaluation committee meeting. The faculty member has 10 days to comment before all is forwarded to the vice president. <i>If Administrative Evaluation is needed it should commence no later than the 3rd week of the following semester, pending outcome of the process, be presented to Board of Trustees prior to March 15.</i>
14	November 30, 2015	Vice President signs off and completes evaluation. Comments and changes, if any, addressed by the committee. Portfolio with all data established to be carried through all 4 prob. years <i>by admin designee.</i>
	December 4, 2015	<i>Materials are submitted to the President for review.</i>
15	December 7, 2015	Completed evaluation forwarded (<i>no later than December 11</i>) to the contract faculty member who may elect to add a written statement within 10 days.
16	December 14, 2015	Process is complete and recommendation is made as to status of next probationary contract.
Winter/ Spring	Feb. 1	If Administrative Evaluation is needed it should commence no later than the 3 rd week of the following semester, pending outcome of the process, be presented to Board of Trustees prior to March 15.
Spring	Mar. 15	Board of Trustees action on faculty contract status for next year.

FALL 2015
ARTICLE 42 – TENURE REVIEW
AFT Agreement 2014-2017
SUGGESTED EVALUATION PLAN TIME TABLE AND WORKSHEET

Name of Evaluatee:		Employee Number:		Year Hired:		Status: (year one = B-1)	
Evaluation Process start Date:		Evaluation committee Chair:					
Department:							
STEP	FALL TERM WEEK	START DATE (No later than)	ACTION	TASK AND RESPONSIBLE PARTY			
1	1	Flex Day	New Probationary Contract Employee begins first full year of full time work (see Art. 42.C.1).	College selection process completed. <i>Flex Day is the first day of assignment. Each contract faculty member shall be evaluated during the fall semester of his or her first, second, third, and fourth contract years.</i>			
2	4	September 21, 2015	<p>Within 20 working days of start date (Art. 42.B.2) VP appoints tenure review committee.</p> <p>Committee Composition:</p> <ul style="list-style-type: none"> • Department chair (tenured)-voting • Department designee (tenured)-voting • Contract faculty member's designee (tenured)-voting • Academic Senate designee (tenured)-non-voting • VP Designee non-voting 	<p>Vice President Appoints Committee:</p> <p>Department chair: _____ (voting) _____</p> <p>Department designee: _____ (voting) _____</p> <p>Evaluatee designee: _____ (voting) _____</p> <p>Academic Senate designee (tenured): _____ (non-voting) _____</p> <p>Administrative Designee: _____ (non-voting) _____</p> <p><i>To the extent practical, the membership of the tenure review committee shall remain constant throughout the contract faculty member's probationary period. See Article 42, B.4. for more information.</i></p>			

Rev. 9/8/15 Items indicated in **bold and italics** are additional information provided by Academic Affairs. If you have any questions, please contact your Dean or Division Chair.

ARTICLE 42 – TENURE REVIEW (CONTINUED)

STEP	FALL TERM WEEK	START DATE (No later than)	ACTION	TASK AND RESPONSIBLE PARTY
3	5	September 28, 2015 Preferred start is weeks 3-5	<p>Committee convenes to:</p> <ol style="list-style-type: none"> Elect a chair from tenured faculty reps. (Art. 42.B.5) Develop plan for evaluation process. Determine needed materials from contract faculty member, e.g. syllabi, sample assignments, handouts, and exams. Determine what data to be collected, such as student evaluations, classroom observations, <i>interviews</i> with colleagues or staff, etc. 	<p><input type="checkbox"/> Committee Chair elected: (name)</p> <p><input type="checkbox"/> Plan developed – set dates.</p> <p>Material requested for Portfolio</p> <p><input type="checkbox"/> Self-evaluation</p> <p><input type="checkbox"/> Syllabi – all classes</p> <p><input type="checkbox"/> Sample assignments</p> <p><input type="checkbox"/> Sample handouts</p> <p><input type="checkbox"/> Sample exams</p> <p>Other items, if any (describe) <i>e.g. committee participation</i></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p>Data to be collected:</p> <p><input type="checkbox"/> Student evaluations (Required – Article 19.G.4)</p> <p><input type="checkbox"/> Classroom evaluations (Required – Article 42.C.6)</p> <p>Other data, if any (describe)</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p>Timeline/Tasks</p> <p><input type="checkbox"/> Who will collect data: _____</p> <p><input type="checkbox"/> How will data be collected: _____</p> <p><i>The committee might also want to review data from the Office of Research and Planning, Admissions, and/or the Office of Teaching and Learning such as grade distributions, timeliness of exclusion and grade rosters, and SLO assessment submissions.</i></p> <p><i>For evaluation of online classes, at the written request of the evaluation team chair or division chair, the faculty member being evaluated adds the evaluators to the class, specifying the mutually agreed upon start and end dates of access. Distance Learning Center staff is available to assist in this process, as well as to set up online student evaluations. For online student evaluations, the Distance Learning Center Staff will make the appropriate student evaluation form found in Appendix C of the AFT Agreement available to students online and responses will be sent to an email account agreed upon by the evaluator.</i></p>

ARTICLE 42 – TENURE REVIEW (CONTINUED)

STEP	FALL TERM WEEK	START DATE (No later than)	ACTION	TASK AND RESPONSIBLE PARTY
4	6	October 5, 2015	Committee meets with contract faculty member to review process as outlined in step 3. <i>Committee provides a copy of the Tenure Review plan to the evaluatee.</i>	Meeting with Evaluatee to review plan: Date: _____ Signed: _____ (evaluatee) Signed: _____ (committee chair)
5	6	October 5, 2015	Committee sends plan, reviewed by contract faculty member, to Vice President.	Plan sent by committee chair to Vice President: Date: _____
6	7	October 12, 2015	After Vice President approves plan and returns it to the committee, the evaluation continues.	Approved by Vice President: Date: _____ Signed: _____
7	8	October 19, 2015	Data Gathering commences. <i>If Administrative Evaluation is needed it should commence no later than the 3rd week of the following semester, pending outcome of the process, be presented to Board of Trustees prior to March 15.</i>	Committee completes data gathering: Date: _____
8	11	November 9, 2015 VP and Deans meet to review summary during Nov 19 – November 27	Committee compiles all data and completes summary then shares it with the contract faculty member in a final evaluation committee meeting. The faculty member has 10 days to comment before all is forwarded to the vice president. <i>If Administrative Evaluation is needed it should commence no later than the 3rd week of the following semester, pending outcome of the process, be presented to Board of Trustees prior to March 15.</i>	Committee shares summary with Evaluatee: Date: _____ Evaluatee signs review: Date: (10 days max.) _____ <i>Evaluatee signature indicates that he or she has received a copy of the report, but his or her signature does not necessarily indicate his or her agreement. If evaluatee does not sign, make a notation indicating his or her refusal.</i>

ARTICLE 42 – TENURE REVIEW (CONTINUED)

STEP	FALL TERM WEEK	START DATE (No later than)	ACTION	TASK AND RESPONSIBLE PARTY
9	14	November 30, 2015	Vice President signs off and completes evaluation. Comments and changes, if any, addressed by the committee. Portfolio with all data established to be carried through all 4 prob. years by <i>admin designee</i> . <i>Materials are submitted to the President for review.</i>	Vice President Approval: _____ Date: _____
10	15	December 4, 2015 December 7, 2015	Completed evaluation forwarded (<i>no later than December 11</i>) to the contract faculty member who may elect to add a written statement within 10 days.	Final Evaluation sent to Evaluator: Date: _____ <i>Evaluator signature indicates that he or she has received a copy of the report, but his or her signature does not necessarily indicate his or her agreement. If evaluator does not sign, make a notation indicating his or her refusal.</i>
11	16	December 14, 2015	Process is complete and recommendation is made as to status of next probationary contract.	<input type="checkbox"/> Contract Offered: Year __ 2 __ 3-4 __ tenure <input type="checkbox"/> Contract Not offered: Year __ 2 __ 3-4 __ tenure
	Winter/ Spring	Feb. 1	If Administrative Evaluation is needed it should commence no later than the 3 rd week of the following semester, pending outcome of the process, be presented to Board of Trustees prior to March 15.	Further action:
12	Spring	Mar. 15	Board of Trustees action on faculty contract status for next year.	BOT action: