**PERALTA COMMUNITY COLLEGE DISTRICT**

Tenure Review Evaluation Plan — Year 1

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| **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 class code(s): | | | |
|  | TRF+ VPI | | | Evaluation plan approved | | | |
|  | Chair | | | TRC meeting (to review classroom observation + student evaluations) | | | |
|  | Faculty: | | | Classroom observation (and report)  + student evaluations class code(s): | | | |
|  | 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 class code(s): | | | |
|  | 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 class code(s): | | | |
|  | TR Certification Committee | | | Recommendations certified and sent to College President | | | |
|  | Faculty: | | | Classroom observation (and report)  + student evaluations class code(s): | | | |
|  | VCAA + TRF | | | All certifications reviewed | | | |
|  | VCAA | | | All certifications sent to Chancellor | | | |
|  | Faculty: | | | Classroom observation (and report)  + student evaluations class code(s): | | | |
|  | 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** |