**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** |