

TIMELINE FOR TENURE REVIEW/FACULTY EVALUATIONS

Fall 2025 Semester

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT/SUN |
|---|---|---|--|--|--------------------------------------|
| 11 AUGUST | 12 | 13 | 14 <i>Professional Development Day- District Day (TR Orientation)</i> | 15 <i>Professional Development Day- College Day</i> | 16/17 |
| 18 Fall: Day & Evening Instruction Begins | 19 | 20 | 21 | 22 | 23/24 Saturday Instruction Begins |
| 25 | 26 | 27 | 28 | 29 <i>TRC meeting and Evaluation Plan Complete</i> | 30/31 |
| 1 SEPTEMBER <i>Holiday – Labor Day Census Rosters Due</i> | 2 | 3 | 4 | 5 <i>Completed TRC Evaluation Plan to all parties & VP</i> | 6/7 |
| 8 | 9 | 10 | 11 | 12 <i>VPI & TF: approve Evaluation Plan. Copies to TRC Chair & Candidate.</i> | 13/14 |
| 15 <i>1st Set of Student Evaluations and a Fac./Classroom Observation Completed</i> | 16 <i>(SEIs go to D.O. for processing)</i> | 17 <i>(SEIs go to D.O. for processing)</i> | 18 <i>(SEIs go to D.O. for processing)</i> | 19 <i>(SEIs go to D.O. for processing)</i> | 20/21 |
| 22 | 23 | 24 | 25 | 26 | 27/28 |
| 29 | 30 | 1 OCTOBER | 2 | 3 <i>TRC & Candidate Evaluation Review meeting complete. Report to Tenure Facilitator</i> | 4/5 |
| 6 <i>2nd Set of Stud. Eval. (SEI) & Faculty Classroom Observation Completed</i> | 7 <i>(SEIs go to D.O. for processing)</i> | 8 <i>(SEIs go to D.O. for processing)</i> | 9 <i>(SEIs go to D.O. for processing)</i> | 10 <i>(SEIs go to D.O. for processing)</i> | 11/12 |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT/SUN |
|---|---|--|---|--|--|
| 13 <i>Peer Eval's. to be sent by Dean to faculty in Candidate's discipline</i> | 14 | 15 <i>Professional Development- College Day No Instruction</i> | 16 | 17 | 18/19 |
| 20 | 21 | 22 | 23 | 24 <i>TRC Conf. with Candidate to review Eval's. ASAP after rec't. of SEI Report by TRC Chair</i> | 25/26 |
| 27 <i>3rd Set of Stud. Evaluations (SEIs) & Fac./Classroom Observation Completed</i> | 28 <i>(SEIs go to D.O. for processing)</i> | 29 <i>(SEIs go to D.O. for processing)</i> | 30 <i>(SEIs go to D.O. for processing)</i> | 31 <i>(SEIs go to D.O. for processing)</i> | 1/2 NOVEMBER |
| 3 | 4 | 5 | 6 | 7 | 8/9 |
| 10 | 11 Holiday – Veterans Day <i>Admin. & Peer Evals completed & added to TR Portfolio</i> | 12 | 13 | 14 <i>TRC & Candidate Evaluation Review meeting complete. Report to Tenure Facilitator</i> | 15/16 |
| 17 <i>Candidate's Self Eval. to be done & given to TRC Chair</i> | 18 | 19 | 20 | 21 | 22/23 |
| 24 | 25 | 26 | 27 Holiday – Thanksgiving | 28 Holiday – Observance | 29/30 Holiday – Closure |
| 1 DECEMBER | 2 | 3 | 4 <i>Candidate's Response* to TRC Rec. due *(if desired)</i> | 5 <i>Summary Report & Cert. Rec. to TR file or TF by 12/19/25</i> | 6/7 Sunday: Final Exams begin |
| 8 <i>Final Exams</i> | 9 <i>Final Exams</i> | 10 <i>Final Exams</i> | 11 <i>Final Exams</i> | 12 <i>Final Exams</i> | 13/14 <i>Saturday: Final Exams Fall Semester Ends</i> |
| 15 | 16 | 17 | 18 | 19 | 20/21 |

Spring 2026 Semester

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT/SUNDAY |
|--|---|---------------------------------------|--|--|---|
| 22 | 23 | 24 <i>Holiday – Christmas Eve</i> | 25 <i>Holiday – Christmas Day</i> | 26 <i>Holiday - Closure</i> | 27/28 |
| 29 <i>Holiday - Closure</i> | 30 <i>Holiday - Closure</i> | 31 <i>Holiday – New Year’s Eve</i> | 1 JANUARY <i>Holiday – New Year</i> | 2 | 3/4 |
| 5 | 6 | 7 | 8 | 9 | 10/11 |
| 12 | 13 | 14 | 15 Professional Development- District Day | 16 Professional Development- College Day | 17/18 |
| 19 Holiday — MLK Jr. B-Day | 20 Spring: Day & Evening Instruction Begins | 21 | 22 | 23 | 24/25 Saturday Instruction Begins |
| 26 <i>(If necessary or for 1st yr TT cand.) 4th Stud. Eval & Addit. Faculty Classroom Observation complete</i> | 27 | 28 | 29 | 30 <i>TRC Committee meet. Certification and submit to President</i> | 31/1 FEBRUARY |
| 2 <i>Census Rosters Due; (If necessary or for 1st yr TT cand.) 5th Stud. Eval & Addit. Faculty Classrm. Obs. to be done</i> | 3 | 4 | 5 | 6 | 7/8 |
| 9 | 10 <i>VC-AA meets with TFs to review all TRC Certs./Recs.</i> | 11 | 12 | 13 <i>Holiday Observance - President’s Day</i> | 14/15 <i>Holiday Closure - President’s Day</i> |
| 16 <i>Holiday - President’s Day</i> | 17 <i>VC-AA to have reviewed and sent all TR Certs./ Recs. to Chancellor</i> | 18 | 19 | 20 <i>If necessary or for 1st yr TT cand.] 6th Stud. Eval & Addit. Faculty Classrm. Obs. to be done</i> | 21/22 |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT/SUNDAY |
|---|--|--|-------------------------------------|--|---------------------------------------|
| 23 TRC Conf. to review file & evaluations | 24 | 25 | 26 | 27 | 28/1 MARCH |
| 2 [If nec., addit.] Fac/Class. Obs. &/or Stud. Evals to be done (SEIs go to D.O. for processing) | 3 | 4 | 5 | 6 IF APPLICABLE, NOTICES OF NON - RENEWAL OF CONTRACTS GO OUT | 7/8 |
| 9 | 10 | 11 Professional Development- College Day No Instruction | 12 | 13 | 14/15 |
| 16 | 17 | 18 | 19 | 20 | 21/22 |
| 23 | 24 | 25 | 26 | 27 | 28/29 |
| 30 Spring Break No Instruction | 31 Holiday - Cesar Chavez; Spring Break No Instruction | 1 APRIL Spring Break No Instruction | 2 Spring Break No Instruction | 3 Spring Break No Instruction | 4/5 Spring Break No Instruction |
| 6 | 7 | 8 | 9 | 10 | 11/12 |
| 13 Candidate's Self Evaluation due/ TRC Conf. with TT Candidate & TF to review portfolio | 14 | 15 | 16 | 17 | 18/19 |
| 20 All docs. must be in file in VPI's Office; TFs verify for TRC Stipends | 21 | 22 | 23 | 24 | 25/26 |
| 27 | 28 | 29 | 30 | 1 MAY | 2/3 |

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT/SUNDAY |
|---|-------------------|-------------------|-------------------|--|--|
| 4 TFs verify files & work completed- VC (for TRC Stipends) | 5 | 6 | 7 | 8 | 9/10 |
| 11 | 12 | 13 | 14 | 15 <i>Holiday - Malcolm X B-Day</i> | 16/17 Sunday: Final Exams |
| 18 Final Exams | 19 Final Exams | 20 Final Exams | 21 Final Exams | 22 Final Exams | 23/24 Saturday: Final Exams Spring Semester Ends |
| 25 <i>Holiday- Memorial Day</i> | 26 | 27 | 28 | 29 | 30/31 |