

TIMELINE FOR TENURE REVIEW PROCESS

Fall 2026 Semester

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

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

Spring 2027 Semester

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
21	22	23	24 <i>Holiday – Christmas Eve</i>	25 <i>Holiday – Christmas Day</i>	26/27 <i>Holiday - Closure</i>
28 <i>Holiday - Closure</i>	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	16/17
18 <i>Holiday — MLK Jr. B-Day</i>	19 Spring: Day & Evening Instruction Begins	20	21 <i>Professional Development Day- District Day</i>	22 <i>Professional Development Day- College Day</i>	23/24
25	26	27	28	29	30/31 Saturday Instruction Begins
1 FEBRUARY <i>(If necessary or for 1st yr Tenure Track candidate) 4th Student Evaluation & Addit. Faculty Classroom Observation Complete.</i>	2	3	4	5 <i>TRC Committee meet. Certification and submit to President</i>	6/7
8 <i>Census Rosters Due. (If necessary or for 1st yr Tenure Track candidate) 5th Stud. Eval & Addit. Faculty Classroom Observation complete.</i>	9	10	11	12 <i>Holiday Observance - President's Day</i>	13/14 <i>Holiday Closure - President's Day</i>
15 <i>Holiday - President's Day</i>	16 <i>Vice Chancellor of Educational Services meets with TF to review all TRC Certifications/Recommendations.</i>	17	18	19	20/21

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
22	23 Vice Chancellor of Educational Services reviews and sends all TR Certs./ Recs. to Chancellor	24	25	26 If necessary or for 1 st yr Tenure Track cand.] 6 th Stud. Eval & Addit. Faculty Classrm. Obs. to be done	27/28
1 MARCH TRC Conference to review file & evaluations	2	3	4	5	6/7
8 [If nec., addit.] Fac/Class. Obs. &/or Stud. Evals to be done (SEIs go to D.O. for processing)	9	10	11	12 IF APPLICABLE, NOTICES OF NON - RENEWAL OF CONTRACTS GO OUT	13/14
15	16 Professional Development Day- College Day - No Instruction	17	18	19	20/21
22	23	24	25	26	27/28
29 Spring Break No Instruction	30 Spring Break No Instruction	31 Holiday – Farm Worker Day Spring Break No Instruction	1 APRIL Spring Break No Instruction	2 Spring Break No Instruction	3/4 Spring Break No Instruction
5	6	7	8	9	10/11
12	13	14	15	16	17/18
19 Candidate's Self Evaluation due/ TRC Conference with Tenure Track Candidate & TF to review portfolio	20	21	22	23	24/25
26 All docs. must be in file in EVP's Office; TFs verify for TRC Stipends	27	28	29	30	1/2 MAY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
3	4	5	6	7	8/9
10 TFs verify files & work completed- VC (for TRC Stipends)	11	12	13	14	15/16
17	18	19 <i>Holiday – Malcolm X B-Day</i>	20	21	22/23 Sunday: Final Exams
24 Final Exams	25 Final Exams	26 Final Exams	27 Final Exams	28 Final Exams	29/30 Saturday: Final Exams Spring Semester Ends
31 <i>Holiday – Memorial Day</i>					