**TENURE REVIEW EVALUATION PLAN\***

**For 2017-2018**

# Tenure Track CANDIDATE: College:

**TRC Chair**: **TRC Member**: **TRC Member:**

**Dean/Supervisor**: **Faculty Mentor *(optional****)*: **Tenure Facilitator:**

# Date(s) Activity Fall Semester/Year:

Aug 17  Tenure Review ORIENTATION.

Sept 1  TRC to have met with Candidate to develop Evaluation Plan (by 3rd week).

Sept 15  Evaluation Plan to be completed & approved by VPI & Tenure Facilitator, and copies distributed.

Sept 18  **1st** TRC Faculty/Classroom Observation and 1st set of Student Evaluations to be done. Once done, forward original Student Evaluations (SEIs) with Cover Sheet to Ann Childress at VC-AA/District Office for processing/tallying. SEI Report w/Comments will be returned to TRC Chair. Signed TRC Faculty/ Classroom Observation gets put into Candidate’s TR portfolio, housed in the Vice President’s Office.

Oct 6  TRC meets with Candidate to review (student and faculty) evaluations done so far.

Oct 9  **2nd** [ ] TRC Faculty/Classroom Observation and 2nd [ ] set of Student Evaluations to be done.

*[See Sept (18) – 1st evaluations above for instructions on processing/filing.]*

Oct 16  Peer Evaluations sent (by Dean) to faculty in Candidate’s discipline. Once done, Peer Evaluations are put into portfolio housed in the Vice President’s Office.

Oct 27  TRC meets with Candidate to review (student and faculty) evaluations done so far.

Oct 30  **3rd** [ ] TRC Faculty/Classroom Observation and 3rd [ ] set of Student Evaluations to be done.

*[See Sept (18) – 1st evaluations above for instructions on processing/filing.]*

Nov 13  Administrative and Faculty/Classroom Observation Evaluations to be done and placed into Candidate’s portfolio.

Nov 17

* TRC meets with Candidate to review evaluations (ASAP after rec’t. of SEI Rpt. by TRC Chair).

Nov 20  Self-Evaluation to be completed by Candidate, and placed into Candidate’s portfolio by TRC Chair.

Dec 1  TRC Meets with Candidate to review all evaluations & Summary Rpt, and for TRC, Dean & Candidate to sign Certification/Recommendation form; Tenure Facilitator to attend/monitor process.

Dec 7  If desired, Candidate may do written response to the TRC’s recommendations.

Dec 8  TRC to have submitted Summary Rpt & Certification recommendation to Tenure Facilitator before Holidays.

# Date(s) Activity Spring Semester/Year:

Jan 18  *Possible [New]* Tenure Review ORIENTATION during Professional Days

Jan 29  *[1st yr TT Candidate or if necessary]* **4th** [ ] TRC Faculty/Classroom Observation and 4th [ ] Set of Student Evaluations to be done. *[See Sept (18) – 1st evaluations above for instructions on processing/filing.]*

Feb 2  College Tenure Review Certification Committee meets to review/concur with TRC recs. & send Certs./Recs. to President for review & signature

Feb 5  *[1st yr TT Candidate or if necessary]* **5th** [ ] TRC Faculty/Classroom Observation and 5th [ ] Set of Student Evaluations to be done. *[See Sept (18) – 1st evaluations above for instructions on processing/filing.]*

Feb 12

* VC Academic Affairs meets w/Tenure Facilitators to review all TRC Certification/Recommendations

Feb 20  VC Academic Affairs to have reviewed and sent all TR Certification/Recommendations to Chancellor

Feb 23  *[1st yr TT Candidate or if necessary]* **6th** [ ] TRC Faculty/Classroom Observation and 6th [ ] Set of Student Evaluations to be done. *[See Sept (18) – 1st evaluations above for instructions on processing/filing.]*

Feb 26  TRC meets with Candidate to review all evaluations.

Apr 16  Self-Evaluation to be done by Candidate, and placed in Candidate’s portfolio by TRC Chair. Apr 16  TRC meets with Candidate to review all evaluations.

Apr 23  Tenure Facilitator meets with TRC and Candidate; verifies that all documents done and in portfolio.

May 7  Tenure Facilitators certify to VC Academic Affairs that all TRC members have completed their tasks; all required documents are in the portfolio.

***APPROVED: Date: Date:***

Vice President of Instruction College Tenure Facilitator

\* *Use of this form/sample Evaluation Plan is optional. TRCs are free to develop their own Evaluation Plan, but it should essentially be a timeline of activities involved in the Tenure Review process for their Candidate, following the policies and procedures in the Handbook, as suggested above.* ***[Rev. 8-17]***