

## TIMELINE FOR TENURE REVIEW/FACULTY EVALUATIONS

Fall 2017 Semester

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
AUGUST 14	15	16	17 Professional Development Day- District Day & TR Orientation	18 Professional Development Day- At the Colleges	19/20
21 Day & Evening Instruction Begins	22	23	24	25	26/27 Saturday Instruction Begins; Last Day to Add without a Permission Number or Add Card
28	29	30	31	SEPTEMBER 1 <i>TRC to have met w/Cand. to do Evaluation Plan</i>	2/3
4 HOLIDAY— Labor Day; Last Day to Add with a Permission Number, Drop with Refund	5 Census Date	6	7	8 <i>Completed Eval. Plan to be sent to Candidate, Vice Pres., &amp; Tenure Facilitators (TF)</i>	9/10
11	12	13	14	15 <i>VPI &amp; TF to have approved Eval. Plan &amp; distributed copies to TRC Chair &amp; Candidate</i>	16/17
18 <i>1<sup>st</sup> Set of Student Evaluations and a Fac./Classroom Observation to be done this week (SEIs go to D.O. for processing)</i>	19	20	21	22	23/24
25	26	27	28	29	30/1
OCTOBER 2	3	4	5	6 <i>TRC Conf. w/Candidate to review Evaluations ASAP after Stud. Eval. (SEI) Report is received by TRC Chair</i>	7/8
9 <i>2<sup>nd</sup> Set of Stud. Eval. (SEI) &amp; Faculty Classroom Observation to be done this week (SEIs go to D.O. for processing)</i>	10	11	12	13	14/15

(FALL 2017– continued)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
16 <i>Peer Eval's. to be sent by Dean to faculty in Candidate's discipline</i>	17	18	19	20	21/22
23	24	25	26 Professional Development Day- At the Colleges No Instruction	27 <i>TRC Conf. with Candidate to review Eval's. ASAP after rec't. of SEI Report by TRC Chair</i>	28/29
30 <i>3<sup>rd</sup> Set of Stud. Evaluations (SEIs) &amp; Fac./Classroom Observation to be done this week (SEIs go to D.O. for processing)</i>	31	NOVEMBER 1	2	3	4/5
6	7	8	9	10 <i>Veteran's Day – Holiday Observance</i>	11/12
13 <i>Admin. Eval. &amp; Peer Eval.'s to be done &amp; put in TR Portfolio</i>	14	15	16	17 <i>TRC Conf. with Candidate to review Eval's. (ASAP after rec't.) of SEI Report by TRC Chair</i>	18/19
20 <i>Candidate's Self Eval. to be done &amp; given to TRC Chair</i>	21	22	23 Thanksgiving – Holiday Observance	24 Thanksgiving – Holiday Observance	25/26 Thanksgiving – Holiday Observance
27	28	29	30 <i>TRC to have completed Summary Report</i>	DECEMBER 1 <i>TRC Conference to review all eval's; Summ. Rpt., &amp; for all to Sign Cert/Rec. form</i>	2/3
4	5	6	7 <i>Candidate's Response* to TRC Rec. due *(if desired)</i>	8 <i>Summary Report &amp; Cert. Rec. to TR file or TF before Holidays</i>	9/10 Final Exams Begin
11 <i>Final Exams</i>	12 <i>Final Exams</i>	13 <i>Final Exams</i>	14 <i>Final Exams</i>	15 <i>Final Exams FALL SEMESTER ENDS</i>	16/17
18	19	20	21	22 <i>Grade Rosters/Rollbooks Due</i>	23/24
25 HOLIDAY	26 HOLIDAY BREAK	27 HOLIDAY BREAK	28 HOLIDAY BREAK	29 HOLIDAY BREAK	30/31 HOLIDAY BREAK
JANUARY 1 HOLIDAY	2 HOLIDAY BREAK??	3	4	5	6/7

Spring 2018 Semester

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
8	9	10	11	12	13/14
15 HOLIDAY— MLK, Jr. B-Day	16	17	18 Professional Development Day – District Day	19 Professional Development Day – At the Colleges	20/21
22 Day & Evening Instruction Begins	23	24	25	26	27/28 Saturday Instruction Begins; Last day to add without a permission number or add card
29 <i>(If necessary or for 1<sup>st</sup> yr TT cand.] 4<sup>th</sup> Stud. Eval &amp; Addit. Faculty Classrm. Obs. to be done</i>	30	31	FEBRUARY 1	2 <i>Ten. Rev. Cert. Comm. to meet to Cert. Recs. &amp; Send Cert./Recs to President</i>	3/4
5 Census Date <i>(If necessary or for 1<sup>st</sup> yr TT cand.] 5<sup>th</sup> Stud. Eval &amp; Addit. Faculty Classrm. Obs. to be done</i>	6	7	8	9	10/11
12 <i>VC-AA meets with TFs to review all TRC Certs./Recs.</i>	13	14	15	16 <i>HOLIDAY— President's Day</i>	17/18 <i>HOLIDAY— President's Day</i>
19 <i>HOLIDAY— President's Day</i>	20 <i>VC-AA to have reviewed and sent all TR Certs./ Recs. to Chancellor</i>	21	22	23 <i>If necessary or for 1<sup>st</sup> yr TT cand.] 6<sup>th</sup> Stud. Eval &amp; Addit. Faculty Classrm. Obs. to be done</i>	24/25
26 <i>TRC Conf. to review file &amp; evaluations</i>	27	28	MARCH 1	2	3/4
5 <i>[If nec., addit.] Fac/Class. Obs. &amp;/or Stud. Evals to be done (SEIs go to D.O. for processing)</i>	6	7	8	9 <i>IF APPLICABLE, NOTICES OF NON - RENEWAL OF CONTRACTS GO OUT</i>	10/11

(Spring 2018– *continued*)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
12	13	14	15	16	17/18
19	20	21	22 Professional Development Day – At the Colleges No Instruction	23	24/25
26	27	28	29	30	31/1 <i>Easter Sunday</i> <i>Spring Break</i>
APRIL 2 <i>HOLIDAY</i> -Cesar Chavez Day	3 <i>Spring Break</i>	4 Spring Break	5 Spring Break	6 Spring Break	7/8
9	10	11	12	13	14/15
16 <i>Candidate's Self</i> <i>Evaluation due/ TRC</i> <i>Conf. with TT</i> <i>Candidate &amp; TF to</i> <i>review portfolio</i>	17	18	19	20	21/22
23 All docs. must be in file in VPI's Office; TFs verify for TRC Stipends	24	25	26	27	28/29
30	MAY 1	2	3	4	5/6
7 <i>TFs to verify to VCAA</i> <i>that all docs are in</i> <i>files&amp; all TR work done</i> <i>(for TRC Stipends)</i>	8	9	10	11	12/13
14	15	16	17	18 <i>HOLIDAY--</i> <i>Malcolm X</i> <i>B-Day</i>	19/20 Final Exams Begin
21 Final Exams	22 Final Exams	23 Final Exams	24 Final Exams	25 Final Exams Semester Ends	26/27
28 <i>HOLIDAY-</i> <i>Memorial Day</i>	29	30	31		