Tenure Candidate	Tenure Review F	acilitator	Faculty Mentor	Date Completed	
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TRC Chair	Membe		Member	Dean/Supervisor	
		FALLS	SEMESTER		
When	Who		Wh		
	Administrator	р	First TRC meeting to elect TRC Chair and develop the evaluation plan Evaluation Plan submitted to Tenure Review Facilitator and Candidate		
	Chair				
Faculty: TRF+ VPI		C	Classroom observation (and report) + student evaluations		
		E	valuation plan approved		
	Chair		TRC meeting (to review classroom observation + student evaluations) Classroom observation (and report) + student evaluations Peer evaluations requested from faculty in Candidate's discipline TRC meeting (to review classroom observation + student evaluations)		
	Faculty:	C			
	Administrator	Р			
	Chair				
	Faculty:	C	Classroom observation (and report) + student evaluations		
	Administrator	Δ	dministrative evaluation, Adminis	trator's classroom observation,	
		a	and peer evaluation(s) submitted to Tenure Review Facilita		
	Chair	Т	TRC meeting (to review all documents so far)		
Candidate		S	Self-evaluation submitted to TRC Chair		
	Chair	Summary report completed by TRC			
	Chair		TRC meeting (to review all evaluations; complete summary repo 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 Revieus		
	•	SPRING	SEMESTER		
When	Who		Wh	at	
Administrator Faculty:			First TRC meeting to elect TRC Chair and develop the evaluation plan		
		C	Classroom observation (and report) + student evaluations		
	TR Certification Committee Faculty: VCAA + TRF VCAA Faculty: Chair Candidate		Recommendations certified and sent to College President		
			Classroom observation (and report		
			All certifications reviewed		
			All certifications sent to Chancellor		
			Classroom observation (and report) + student evaluations		
			TRC meeting (to review all documents so far)		
			Self-evaluation submitted to TRC Chair and TRC meeting		
	TRF		All portfolios complete and reviewed		
	TRF		All TRC stipends verified		
		APPF	ROVED BY		
Vice President of Instruc	tion F	Date	Tenure Review Facilitator	Date	

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ntion			
Classroom observation (and report) + student evaluations Peer evaluations requested from faculty in Candidate's discipline			
TRC meeting (to review classroom observation + student			
Classroom observation (and report) + student evaluations			
vation,			
and peer evaluation(s) submitted to Tenure Review Facilitator			
TRC meeting (to review all documents so far)			
Self-evaluation submitted to TRC Chair Summary report completed by TRC			
report			
TRC meeting (to review all evaluations; complete summary report and the certification form, with all signatures)			
Candidate's response to TRC's recommendation (optional)			
Summary report and certification form submitted to Tenure Review			
What			
Recommendations certified and sent to College President			
All certifications reviewed			
All certifications sent to Chancellor			
Classroom observation (and report) + student evaluations			
TRC meeting (to review all documents so far)			
Self-evaluation submitted to TRC Chair and TRC meeting			
All TDC stimonds verified			
All TRC stipends verified Recommendations cortified and cont to College President			
Recommendations certified and sent to College President All certifications reviewed			
All certifications reviewed All certifications sent to Chancellor			

Tenure Candidate	Tenure Review Facilitato	or	Faculty Mentor	Date Completed	
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TRC Chair	Member		Member	Dean/Supervisor	
		FALL SE	MESTER	, , , , , , , , , , , , , , , , , , , ,	
When	Who		Wh	at	
	Administrator		First TRC meeting to elect TRC Chair and develop the evaluating plan		
	Chair		Evaluation Plan submitted to Tenure Review Facilitator and Candidate		
	Faculty:	Cla	Classroom observation (and report) + student evaluations		
	TRF+ VPI	Eva	Evaluation plan approved		
	Chair		TRC meeting (to review classroom observation + student evaluations)		
	Faculty:	Cla	Classroom observation (and report) + student evaluations		
	Administrator	Pee	Peer evaluations requested from faculty in Candidate's discipline		
	Chair		TRC meeting (to review classroom observation + student evaluations)		
	Faculty:	Cla	ssroom observation (and report	+ student evaluations	
	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)			nts so far)	
	Candidate	Self	Self-evaluation submitted to TRC Chair		
	Chair	Sur	Summary report completed by TRC		
	Chair		TRC meeting (to review all evaluations; complete summary report and the certification form, with all signatures)		
	Candidate	Car	Candidate's response to TRC's recommendation (optional)		
	Chair		Summary report and certification form submitted to Tenure Facilitator		
	S	PRING S	EMESTER		
When	Who		Wh	at	
	TR Certification Committee		Recommendations certified and sent to College President		
	VCAA + TRF		All certifications reviewed		
	VCAA		All certifications sent to Chancellor		
	Faculty:	Ilty: Classroom observation (and report) + student evaluations		+ student evaluations	
Chair		TRO	TRC meeting (to review all documents so far)		
	Candidate TRF		Self-evaluation submitted to TRC Chair and TRC meeting		
			All portfolios complete and reviewed		
TRF			All TRC stipends verified		
	TR Certification Committee		Recommendations certified and sent to College President		
	VCAA + TRF		All certifications reviewed		
	VCAA		certifications sent to Chancellor		
		APPRO	VED BY		
/ice President of Instruc	tion Date		Tenure Review Facilitator	Date	

Tenure Candidate	Tenure Review Facilitator	Faculty Mentor	Date Completed	
TRC Chair	Member	Member	Dean/Supervisor	
	FA	LL SEMESTER		
When	Who	What		
	Chair	First TRC meeting to elect TRC Chair and develop the evaluation plan Evaluation Plan submitted to Tenure Review Facilitator and Candidate Evaluation plan approved		
	Chair			
	TRF + VPI			
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	Administrator	Peer evaluations requested from faculty in Candidate's discipline Classroom observation (and report) + student evaluations Administrative evaluation, Administrator's classroom observation and peer evaluation(s) submitted to Tenure Review Facilitator		
	Faculty:			
	Administrator			
	Chair	TRC meeting (to review all docume	ents so far)	
	Candidate	Self-evaluation submitted to TRC Chair		
	Chair	Summary report completed by TRC TRC meeting (to review all evaluations; complete summary re		
	Chair			
		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 Rev		
		Facilitator		
	Chair	First TRC meeting to elect TRC Chair and develop the evaluation		
	Ch - i	plan		
	Chair	Evaluation Plan submitted to Tenure Review Facilitator and Candidate		
TRF + VPI Administrator		Evaluation plan approved		
		Peer evaluations requested from faculty in Candidate's discipline		
		APPROVED BY		

Date

Tenure Review Facilitator

Date

Vice President of Instruction