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| **Tenure Candidate** | **Tenure Review Facilitator** | **Faculty Mentor** | **Date Completed** |
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| **TRC Chair** | **Member** | **Member** | **Dean/Supervisor** |
| **FALL SEMESTER** |
| **When** | **Who** | **What** |
|  | Administrator | First TRC meeting to elect TRC Chair and develop the evaluation plan |
|  | Chair | Evaluation Plan submitted to Tenure Review Facilitator andCandidate |
|  | Faculty: | Classroom observation (and report) + student evaluations |
|  | TRF+ VPI | Evaluation plan approved |
|  | Chair | TRC meeting (to review classroom observation + student evaluations) |
|  | Faculty: | Classroom observation (and report) + student evaluations |
|  | Administrator | Peer evaluations requested from faculty in Candidate’s discipline |
|  | Chair | TRC meeting (to review classroom observation + student evaluations) |
|  | Faculty: | Classroom 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) |
|  | Candidate | Self-evaluation submitted to TRC Chair |
|  | Chair | Summary report completed by TRC |
|  | Chair | TRC meeting (to review all evaluations; complete summary reportand the certification form, with all signatures) |
|  | Candidate | Candidate’s response to TRC’s recommendation (optional) |
|  | Chair | Summary report and certification form submitted to Tenure ReviewFacilitator |
| **SPRING SEMESTER** |
| **When** | **Who** | **What** |
|  | Administrator | First TRC meeting to elect TRC Chair and develop the evaluation plan |
|  | Faculty: | Classroom observation (and report) + student evaluations |
|  | TR Certification Committee | Recommendations certified and sent to College President |
|  | Faculty: | Classroom observation (and report) + student evaluations |
|  | VCAA + TRF | All certifications reviewed |
|  | VCAA | All certifications sent to Chancellor |
|  | Faculty: | Classroom observation (and report) + student evaluations |
|  | Chair | TRC meeting (to review all documents so far) |
|  | Candidate | Self-evaluation submitted to TRC Chair and TRC meeting |
|  | TRF | All portfolios complete and reviewed |
|  | TRF | All TRC stipends verified |
| **APPROVED BY** |
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| **Vice President of Instruction** | **Date** | **Tenure Review Facilitator** | **Date** |

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| **Tenure Candidate** | **Tenure Review Facilitator** | **Faculty Mentor** | **Date Completed** |
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| **TRC Chair** | **Member** | **Member** | **Dean/Supervisor** |
| **FALL SEMESTER** |
| **When** | **Who** | **What** |
|  | Administrator | First TRC meeting to elect TRC Chair and develop the evaluation plan |
|  | Chair | Evaluation Plan submitted to Tenure Review Facilitator andCandidate |
|  | Faculty: | Classroom observation (and report) + student evaluations |
|  | TRF+ VPI | Evaluation plan approved |
|  | Chair | TRC meeting (to review classroom observation + studentevaluations) |
|  | Faculty: | Classroom observation (and report) + student evaluations |
|  | Administrator | Peer evaluations requested from faculty in Candidate’s discipline |
|  | Chair | TRC meeting (to review classroom observation + studentevaluations) |
|  | Faculty: | Classroom 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) |
|  | Candidate | Self-evaluation submitted to TRC Chair |
|  | Chair | Summary report completed by TRC |
|  | Chair | TRC meeting (to review all evaluations; complete summary report 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 ReviewFacilitator |
| **SPRING SEMESTER** |
| **When** | **Who** | **What** |
|  | TR Certification Committee | Recommendations certified and sent to College President |
|  | VCAA + TRF | All certifications reviewed |
|  | VCAA | All certifications sent to Chancellor |
|  | Faculty: | Classroom observation (and report) + student evaluations |
|  | Chair | TRC meeting (to review all documents so far) |
|  | Candidate | Self-evaluation submitted to TRC Chair and TRC meeting |
|  | TRF | 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 | All certifications sent to Chancellor |
| **APPROVED BY** |
|  |  |  |  |
| **Vice President of Instruction** | **Date** | **Tenure Review Facilitator** | **Date** |

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| **TRC Chair** | **Member** | **Member** | **Dean/Supervisor** |
| **FALL SEMESTER** |
| **When** | **Who** | **What** |
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|  | Chair | TRC meeting (to review all documents so far) |
|  | Candidate | Self-evaluation submitted to TRC Chair |
|  | Chair | Summary report completed by TRC |
|  | Chair | TRC meeting (to review all evaluations; complete summary report 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 ReviewFacilitator |
| **SPRING SEMESTER** |
| **When** | **Who** | **What** |
|  | TR Certification Committee | Recommendations certified and sent to College President |
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|  | VCAA | All certifications sent to Chancellor |
|  | Faculty: | Classroom observation (and report) + student evaluations  |
|  | Chair | TRC meeting (to review all documents so far) |
|  | Candidate | Self-evaluation submitted to TRC Chair and TRC meeting |
|  | TRF | 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 | All certifications sent to Chancellor |
| **APPROVED BY** |
|  |  |  |  |
| **Vice President of Instruction** | **Date** | **Tenure Review Facilitator** | **Date** |

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| **Tenure Candidate** | **Tenure Review Facilitator** | **Faculty Mentor** | **Date Completed** |
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| **FALL SEMESTER** |
| **When** | **Who** | **What** |
|  | Chair | First TRC meeting to elect TRC Chair and develop the evaluation plan |
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|  | Administrator | Peer evaluations requested from faculty in Candidate’s discipline |
|  | Faculty | Classroom observation (and report) + student evaluations |
|  | Faculty | Student evaluations |
|  | Faculty | 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) |
|  | Candidate | Self-evaluation submitted to TRC Chair |
|  | Chair | Summary report completed by TRC |
|  | Chair | TRC meeting (to review all evaluations; complete summary report 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 Review Facilitator |
| **APPROVED BY** |
|  |  |  |  |
| **Vice President of Instruction** | **Date** | **Tenure Review Facilitator** | **Date** |