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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 and  Candidate | | | |
|  | 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 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 | | | |
| **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 and  Candidate | | | |
|  | 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 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 | | | |
| **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** | | | | | | |
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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 and  Candidate | | | |
|  | 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 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 | | | |
| **SPRING SEMESTER** | | | | | | |
| **When** | **Who** | | **What** | | | |
|  | TR Certification Committee | | Recommendations certified and sent to College President | | | |
|  | VCAA + TRF | | All certifications reviewed | | | |
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|  | 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** | | | | | | |
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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** | |
|  |  | |  | |  | |
| **TRC Chair** | **Member** | | **Member** | | **Dean/Supervisor** | |
| **FALL SEMESTER** | | | | | | |
| **When** | **Who** | | **What** | | | |
|  | Chair | | First TRC meeting to elect TRC Chair and develop the evaluation plan | | | |
|  | Chair | | Evaluation Plan submitted to Tenure Review Facilitator and  Candidate | | | |
|  | TRF + VPI | | Evaluation plan approved | | | |
|  | 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** |