

## TIMELINE FOR TENURE REVIEW/FACULTY EVALUATIONS

Fall 2018 Semester

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

(FALL 2018– continued)

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

Spring 2019 Semester

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
7	8	9	10	11	12/13
14 HOLIDAY— MLK, Jr. B-Day	15	16	17 Professional Development Day – District Day	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 <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>	29	30	31	<b>FEBRUARY</b> <b>1</b> <i>Ten. Rev. Cert. Comm. to meet to Cert. Recs. &amp; Send Cert./Recs to President</i>	2/3 Census Rosters Due
4 <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>	5	6	7	8	9/10
11 <i>VC-AA meets with TFs to review all TRC Certs./Recs.</i>	12	13	14	15 HOLIDAY— President's Day	16/17 HOLIDAY— President's Day
18  HOLIDAY— President's Day	19 <i>VC-AA to have reviewed and sent all TR Certs./ Recs. to Chancellor</i>	20	21	22 <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>	23/24
25 <i>TRC Conf. to review file &amp; evaluations</i>	26	27	28	<b>MARCH 1</b>	1/2
4 <i>[If nec., addit.] Fac/Class. Obs. &amp;/or Stud. Evals to be done (SEIs go to D.O. for processing)</i>	5	6	7	8 <i>IF APPLICABLE, NOTICES OF NON - RENEWAL OF CONTRACTS GO OUT</i>	9/10

(Spring 2019– continued)

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