

TIMELINE FOR TENURE REVIEW/FACULTY EVALUATIONS

Fall 2019 Semester

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

(FALL 2019– continued)

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

Spring 2020 Semester

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

(Spring 2020– continued)

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