

PERALTA COMMUNITY COLLEGE DISTRICT
Tenure Review Evaluation Plan — Year 1

Tenure Candidate	Tenure Review Facilitator	Faculty Mentor	Date Completed
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 class code(s):
	TRF+ VPI	Evaluation plan approved
	Chair	TRC meeting (to review classroom observation + student evaluations)
	Faculty:	Classroom observation (and report) + student evaluations class code(s):
	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 class code(s):
	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 class code(s):
	TR Certification Committee	Recommendations certified and sent to College President
	Faculty:	Classroom observation (and report) + student evaluations class code(s):
	VCAA + TRF	All certifications reviewed
	VCAA	All certifications sent to Chancellor
	Faculty:	Classroom observation (and report) + student evaluations class code(s):
	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

Vice President of Instruction	Date	Tenure Review Facilitator	Date
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