

TIMELINE FOR TENURE REVIEW/FACULTY EVALUATIONS

Fall 2020 Semester

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

(FALL 2020– continued)

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

Spring 2021 Semester

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

(Spring 2021– continued)

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