

## TIMELINE FOR TENURE REVIEW/FACULTY EVALUATIONS

Fall 2021 Semester

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

## (FALL 2021– continued)

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

Spring 2022 Semester

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

## (Spring 2022– continued)

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