

ARTICLE 42—TENURE REVIEW

SUGGESTED EVALUATION PLAN TIME TABLE AND WORKSHEET

Name of Evaluatee:	Employee Number:
Evaluation Process Start Date:	
Department:	Evaluation Committee Chair:

Step	FALL TERM WEEK*	Start Date	Action	Tasks & Responsible Party
1	1	First Day of fall semester	New Probationary Contract Employee begins first full year of full-time work (see Art. 42.C.1).	Faculty member evaluation cycle, request or chair request initiates comprehensive evaluation process
2	4		<p>Within 20 working days of start date (Art 42.B.2) President or designee appoints tenure review committee.</p> <p>Committee Composition:</p> <p>Department chair or designee (tenured) - voting</p> <p>Department designee (tenured)-voting</p> <p>Faculty member's designee (tenured) - voting</p> <p>VP Designee non-voting</p>	<p>President or Designee Appoints Committee:</p> <p>Department Chair (tenured): (Voting) _____</p> <p>Department Designee (tenured): (Voting) _____</p> <p>Evaluatee Designee (tenured): (Voting) _____</p> <p>Academic Senate Designee (tenured):: (Non-voting) _____</p> <p>Academic Senate Designee: (Non-voting) _____</p>

* Recommended Timeline

ARTICLE 42 — TENURE REVIEW (*Continued*)

Step	Fall TERM WEEK*	Start Date	Action	Tasks Responsible Party
3	5		<p>Committee convenes to:</p> <ol style="list-style-type: none"> 1. Elect a chair from tenured faculty reps. (Art. 42.B.5) 2. Develop plan for evaluation process. 3. Determine needed materials from faculty member, e.g.: syllabi, sample assignments, handouts, and exams. 4. Determine what data to be collected, such as student evaluations, classroom observations, etc. 5. Determine how and who will collect data. 6. Agree on timeline to conduct process. 	<p>Committee Chair Elected: (name)</p> <p>Plan developed — set dates.</p> <p>Material requested for Portfolio: Self-evaluation Syllabi — all classes Sample assignments Sample handouts Sample exams</p> <p>Other items, if any (describe)</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p>Data to be collected: (Excluding data from work monitoring software) Student evaluations (Required- Article 19.G.4) Classroom observations (Required- Article 19.G.5)</p> <p>Other) data, if any (describe)</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p>Timeline/Tasks Who will collect data: _____</p> <p>How will data be collected: _____</p>

* Recommended Timeline

ARTICLE 42 — TENURE REVIEW (*Continued*)

Step	FALL TERM WEEK*	Start Date	Action	Tasks Responsible Party
4	6		Committee meets with contract faculty member to review process as outlined in step 3.	Meeting with Evaluatee to review plan: Date: _____ Signed: _____ (Evaluee) Signed: _____ (Committee chair)
5	6		Committee sends plan, reviewed by contract faculty member, to Vice President.	Plan sent by committee chair to faculty member: Date: _____
6	7		After Vice President approves plan and returns it to the committee, the evaluation continues.	Plan sent by committee chair to Vice President: Date: _____
7	8		Data gathering commences.	Committee completes data gathering: Date: _____
8	12		Committee compiles all data and completes summary then shares it with the faculty member in a final evaluation committee meeting. The faculty member has 10 days to comment before all is forwarded to the vice president.	Committee shares summary with Evaluatee: Date: _____ Evaluee signs review: Date: (10 days max.): _____
9	14		Vice President signs off and completes evaluation. Comments and changes, if any, addressed by the committee. Portfolio with all data established to be carried through all 4 prob, years.	Vice President Approval: _____ Date: _____

* Recommended Timeline

ARTICLE 42 — TENURE REVIEW (*Continued*)

Step	Fall TERM WEEK*	Start Date	Action	Tasks & Responsible Party
10	15		Completed evaluation forwarded to the contract faculty member who may elect to add a written statement within 10 days.	Final Evaluation sent to Evaluatee: Date: _____
11	16		Process is complete and recommendation is made as to status of next probationary contract.	Contract Offered: Year ____ 2 ____ 3-4 ____ tenure Contract Not offered: Year ____ 2 ____ 3-4 ____ tenure
	Fall/ Winter /Spring	Immediately following	If Administrative Evaluation is needed it should commence immediately following the tenure review, pending outcome of the process, be presented to Board of Trustees prior to March 15.	Further action:
12	Spring	Mar. 15	Board of Trustees action on faculty contract status for next year.	BOT action:

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