

ARTICLE 42—TENURE REVIEW
SUGGESTED EVALUATION PLAN TIME TABLE AND WORKSHEET

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

STEP	FALL TERM WEEK	START DATE	ACTION	TASK & RESPONSIBLE PARTY
1	1	First day of semester	New Probationary Contract Employee begins first full year of full time work (see Art. 42.C.1).	College selection process completed.
2	4		<p>Within 20 working days of start date (Art. 42.B.2) VP appoints tenure review committee.</p> <p>Committee Composition:</p> <ul style="list-style-type: none"> ■ Department chair (tenured)-voting ■ Department designee (tenured)-voting ■ Contract faculty member's designee (tenured)-voting ■ Academic senate designee (tenured)-non-voting ■ VP Designee non-voting 	<p>President Appoints Committee:</p> <p>Department Chair: (Voting)_____</p> <p>Department Designee: (Voting)_____</p> <p>Evaluee Designee: (Voting)_____</p> <p>Academic Senate Designee (tenured): (Non-voting)_____</p> <p>Administrative Designee: (Non-voting)_____</p>

ARTICLE 42—TENURE REVIEW (CONTINUED)

STEP	FALL TERM WEEK	START DATE	ACTION	TASK & 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 contract 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 time line to conduct process. 	<p><input type="checkbox"/> Committee Chair Elected: (name)</p> <p><input type="checkbox"/> Plan developed—set dates.</p> <p>Material requested for Portfolio:</p> <p><input type="checkbox"/> Self-evaluation</p> <p><input type="checkbox"/> Syllabi—all classes</p> <p><input type="checkbox"/> Sample assignments</p> <p><input type="checkbox"/> Sample handouts</p> <p><input type="checkbox"/> 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:</p> <p><input type="checkbox"/> Student evaluations (Required- Article 19.G.4)</p> <p><input type="checkbox"/> Classroom observations (Required- Article 42.C.6)</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>Time Line/Tasks</p> <p><input type="checkbox"/> Who will collect data: _____</p> <p>_____</p> <p><input type="checkbox"/> How will data be collected: _____</p> <p>_____</p>

ARTICLE 42—TENURE REVIEW (CONTINUED)

STEP	FALL TERM WEEK	START DATE	ACTION	TASK & RESPONSIBLE PARTY
4	6		Committee meets with contract faculty member to review process as outlined in step 3.	<p>Meeting with Evaluee to review plan:</p> <p>Date: _____</p> <p>Signed: _____ (Evaluee)</p> <p>Signed: _____ (Committee chair)</p>
5	6		Committee sends plan, reviewed by contract faculty member, to Vice President.	<p>Plan sent by committee chair to Vice President:</p> <p>Date: _____</p>
6	7		After Vice President approves plan and returns it to the committee, the evaluation continues.	<p>Approved by Vice President:</p> <p>Date: _____</p> <p>Signed: _____</p>
7	8		Data gathering commences.	<p>Committee completes data gathering:</p> <p>Date: _____</p>
8	11		Committee compiles all data and completes summary then shares it with the contract faculty member in a final evaluation committee meeting. The faculty member has 10 days to comment before all is forwarded to the vice president.	<p>Committee shares summary with Evaluee:</p> <p>Date: _____</p> <p>Evaluee signs review:</p> <p>Date: (10 days max.) _____</p>
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.	<p>Vice President Approval: _____</p> <p>Date: _____</p>

ARTICLE 42—TENURE REVIEW (CONTINUED)

STEP	FALL TERM WEEK	START DATE	ACTION	TASK & 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 Evaluee: Date: _____
11	16		Process is complete and recommendation is made as to status of next probationary contract.	<input type="checkbox"/> Contract Offered: Year ___2 ___3-4 ___tenure <input type="checkbox"/> Contract Not offered: Year ___2 ___3-4 ___tenure
	Winter/ Spring	Feb. 1	If Administrative Evaluation is needed it should commence no later than the 3 rd week of the following semester, 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: