

**Tenure Process Reporting Schedule Academic Year 2020-21**

Class of 2025, Year – 1
Class of 2024, Year – 2
Class of 2023, Year – 3
Class of 2022, Year -4
Class of 2021, Year – 5

\*Deadlines are provided for convenience as estimates of completed work. The failure to observe the deadlines shall not entitle the faculty member to receive a continuing contract.

<b>Document</b>	<b>Party Responsible</b>	<b>Deadline</b>	<b>Action</b>
<b>Year-1 (Class of 2025) Analysis of My Practice</b>	Candidate	April 23, 2021 May 7, 2021 May 19, 2021 May 21, 2021	Candidate submits Analysis of My Practice to Dean/Director and TLA. TLA send AMPs with comments to Dean/Director Dean/Director sends AMPs with comments back to TLA Director TLA sends comments to candidate
<b>Year-1 Annual Performance Benchmarks</b>	Dean/Director and Campus President	July 9, 2021	Dean/Director submits Annual Performance Benchmarks as part of the annual review in the EDGE, giving access to Campus President, or VP of Student Affairs if applicable, and HR.
<b>Year-2 (Class of 2024) Annual Performance Benchmarks</b>  <b>*Pushed back- Pandemic Conditions</b>	Dean/Director and Campus President	October 15, 2020  <b>Year 1 Performance Benchmarks pushed back</b>	Dean/Director submits Annual Performance Benchmarks as part of the annual review in the EDGE, giving access to Campus President, or VP of Student Affairs if applicable, and HR.
<b>Written Feedback Collected</b>  <b>*Pushed back- Pandemic Conditions</b>	HR	January 22, 2021 – February 19, 2021	HR requests written feedback from all campus personnel regarding candidate's performance. Feedback for counselors and librarians is <b>also</b> collected from their respective college-wide communities of counselors or librarians. HR distributes collected feedback to appropriate Dean/Director for inclusion in Annual Performance Review by February 19, 2021.
<b>ILP/ILP Review Panel Meeting</b>	Author: Candidate  Reviewed by: Dean/Director and ILP Review Panel	January 29, 2021 (Review meetings occur between February 15, 2021 – April 5, 2021)	Candidate sends ILP to TLA Director, Dean/Director and each member of ILP Review Panel. Candidate keeps a copy of the ILP.
<b>ILP Review Panel Report</b>	Author: Dean/Director and ILP Review Panel	Written Report Deadline: 2 weeks post ILP Review, no later than April 16, 2021	Dean/Director sends written ILP Report to candidate, Campus President, (and VP as applicable), and TLA Director within 2 weeks of review meeting. <b>All reports must be submitted by April 16, 2021.</b>

Tenure Process Reporting Schedule Academic Year 2020-21

Document	Party Responsible	Deadline	Action
<b>Revised FLO Submission Form (if required)</b>	Author: Candidate	2 weeks after receipt of the ILP Review Panel Report, but no later than April 30, 2021	<p>If revision of <u>Faculty Learning Outcome Statement(s)</u> (FLOs) is required, candidate submits revised statements on Revised FLO Submission Form to Dean/Director within 2 weeks of receipt of ILP Review Panel Report.</p> <p>Dean/Director approves the revised statements, so candidate can begin implementing FLOs. No panel meeting needed to approve FLO revisions.</p> <p><b><u>Revised Faculty Learning Outcome Statements must be submitted to Dean/Director two weeks after receipt of ILP Review Panel Report OR by April 30, whichever comes first.</u></b></p>
<b>Approved FLO Submission Form</b>	Dean/Director	May 7, 2021	Approved FLO Submission Form sent to candidate, ILP Panel and TLA Director.
<b>Year-2 Annual Performance Benchmarks</b>	Dean and Campus President	July 9, 2021	Dean submits Annual Performance Benchmarks as part of the annual review in the EDGE, giving access to Campus President, or VP of Student Affairs if applicable, and HR.
<b>Year-3 (Class of 2023) Annual Performance Benchmarks</b>  <b>*Pushed back- Pandemic Conditions</b>	Dean and Campus President	<p>October 15, 2020</p> <p><b>Year 2 Performance Benchmarks pushed back</b></p>	Dean submits Annual Performance Benchmarks as part of the annual review in the EDGE, giving access to Campus President, or VP of Student Affairs if applicable, and HR.
<b>ILP Review Panel Meeting</b>  <b>*Pushed back- Pandemic Conditions</b>	<p>Author: Candidate</p> <p>Review by: Dean/Director and ILP Review Panel</p>	Review meetings occur between February 17, 2020 – October 5, 2020	Dean/Director will conduct ILP Panel meetings with candidates and panelist.
<b>ILP Review Panel Report</b>  <b>*Pushed back- Pandemic Conditions</b>	Author: Dean/Director and ILP Panel	Written Report Deadline: 2 weeks post ILP Review Panel Meeting, no later than October 19, 2020	<p>Dean/Director sends written ILP Report to candidate, Campus President, (and VP as applicable), and TLA Director within 2 weeks of review meeting.</p> <p><b>All reports must be submitted by October 19, 2020.</b></p>
<b>Revised FLO Submission Form (if required)</b>  <b>*Pushed back- Pandemic Conditions</b>	Author: Candidate	2 weeks after receipt of the ILP Review Panel Report, but no later than November 2, 2020.	<p>If revision of Faculty Learning Outcome Statement(s) (FLOs) is required, candidate submits revised statements on Revised FLO Submission Form to Dean/Director within 2 weeks of receipt of ILP Review Panel Report.</p> <p>Dean/Director approves the revised statements, so candidate can begin implementing FLOs. No panel meeting needed to approve FLO revisions.</p> <p><b><u>Revised Faculty Learning Outcome Statements must be submitted to Dean/Director two weeks after receipt of ILP Review Panel Report OR by November 2, whichever comes first.</u></b></p>

**Tenure Process Reporting Schedule Academic Year 2020-21**

<b>Document</b>	<b>Party Responsible</b>	<b>Deadline</b>	<b>Action</b>
<b>Approved FLO Submission Form</b>	Dean/Director	November 9, 2020	Approved FLO Submission Form sent to candidate, ILP Panel and TLA Director.
<b>Draft Portfolio/Portfolio Review Panel Meeting</b>  <b>*Pushed back- Pandemic Conditions</b>	Author: Candidate  Review by: Dean/Director and Portfolio Review Panel	September 10, 2021  Review meetings occur between September 21, 2021 – November 12, 2021	Candidate sends electronic portfolio ONLY to TLA Director and Dean/Director by this date  Candidate then sends electronic portfolio to Dean/Director and each member of ILP Review Panel two (2) weeks before review meeting. Candidate keeps a copy of the portfolio.
<b>Portfolio Review Panel Report</b>	Author: Dean/Director and Portfolio Review Panel	Written report deadline: 2 weeks post Portfolio Review Panel Meeting, no later than November 23, 2021	Dean/Director sends written Portfolio Report to candidate, Campus President, (and VP as applicable), and TLA Director within 2 weeks of review meeting.  <b>All reports must be submitted by November 23, 2021.</b>
<b>Year-3 HR Benchmarks</b>	Dean/Director and Campus President	July 9, 2021	Dean/Director submits Annual Performance Benchmarks as part of the annual review in the EDGE, giving access to Campus President, or VP of Student Affairs if applicable, and HR.
<b>Year-4 (Class of 2022) HR Benchmarks</b>  <b>*Pushed back- Pandemic Conditions</b>	Dean/Director and Campus President	October 15, 2020  <b>Year 3 Performance Benchmarks pushed back</b>	Dean/Director submits Annual Performance Benchmarks as part of the annual review in the EDGE, giving access to Campus President, or VP of Student Affairs if applicable, and HR.
<b>Draft Portfolio/ Portfolio Meeting</b>  <b>*Pushed back- Pandemic Conditions</b>	Author: Candidate  Reviewed by: Portfolio Review Panel	September 14, 2020  Review (Review meetings occur between September 28, 2020 – November 16, 2020)	Candidate sends draft portfolio ONLY to Dean/Director and TLA Director by this date.  Candidate then sends Portfolio to Dean/Director and each member to Review Panel 2 weeks before review meeting.  Candidate keeps a copy of the portfolio.
<b>Portfolio Review Panel Report</b>  <b>*Pushed back- Pandemic Conditions</b>	Author: Dean/Director and Portfolio Review Panel	Written Report Deadline: 2 weeks post Portfolio Review, no later than December 4, 2020	Dean/Director sends written Portfolio Report to candidate, Campus President, and VP of Student Affairs (as applicable), and TLA Director within 2 weeks of review meeting.  <b>All reports must be submitted by December 4, 2020.</b>
<b>Advanced Practice Plan</b>	Author: Candidate Reviewed by: Dean/Director	November 30, 2020 December 11, 2020	Candidate submits Advanced Practice Plan to Dean/Director and TLA Director. Dean/Director meets with candidate to approve plan.
<b>Advanced Practice Plan Approval Form</b>	Author: Dean/Director	December 11, 2020	Dean/Director forwards candidate's plan and approval report to TLA Director.

**Tenure Process Reporting Schedule Academic Year 2020-21**

<b>Document</b>	<b>Party Responsible</b>	<b>Deadline</b>	<b>Action</b>
<b>Tenure Review Committee Nominations</b>	Dean/Director	November 6, 2020	Nominations for TRC members requested.
<b>Tenure Review Committee</b>	Dean/Director	November 20, 2020	Election of two tenured faculty members to serve on the TRC with Dean/Director. Names are forwarded to TLA Director. Find guidelines in the Handbook for Tenure Review Committee on TLA website under Tenure Reviews tab.
<b>Final Portfolio</b>	Author: Candidate	April 2, 2021	Candidate sends electronic portfolio* to Dean/Director and each member of the Portfolio Review Panel on or before deadline date. Candidate keeps a copy. Candidate does not attend final review meeting.
<b>Portfolio Final Report</b>	Author: Dean/Director and ILP Review Panel	April 19, 2021	Dean/Director produces Final Portfolio Report. Dean/Director will convene a meeting with the panel in order to reach consensus. Dean/Director then sends report to candidate, TLA Director, and Campus President. Dean/Director sends portfolio to the Campus President. Dean/Director retains a copy of the report to send to the Tenure Review Committee in November of 2021.
<b>If applicable, Appeal Panel Decision</b>	Dean/Director	May 3, 2021	Dean/Director sends Appeal Panel decision and primary materials to Campus President. Dean/Director retains a copy of decision, and, if applicable, sends documents to TRC in November of 2021. Dean/Director notifies TLA Director and candidate of decision.
<b>Year-4 HR Benchmarks</b>	Dean/Director and Campus President	July 9, 2021	Dean/Director submits Annual Performance Benchmarks as part of the annual review in the EDGE, giving access to Campus President, or VP of Student Affairs if applicable, and HR.
<b>Year-5 (Class of 2021) HR Benchmarks</b>	Dean/Director and Campus President	October 15, 2020  <b>Year 4 Performance Benchmarks pushed back</b>	Dean/Director submits Annual Performance Benchmarks as part of the annual review in the EDGE, giving access to Campus President, or VP of Student Affairs if applicable, and HR.
<b>Advanced Practice Reflection</b>	Author: Candidate Reviewed by Dean/Director	October 23, 2020 October 26, 2020	Candidate submits Advanced Practice Reflection to Dean/Director. Candidate meets with Dean/Director to get plan approval. Dean/Director forwards Plan and Reflection to TRC.
<b>Advanced Practice Reflection Report</b>	Author: Dean/Director	October 26, 2020	Dean/Director forwards candidate's reflection and approval report to TLA Director.
<b>TRC Training Completion Form</b>	Dean/Director and TRC Members	November 16, 2020	TRC Training Completion forms must be electronically signed by this date. HR keeps copies of these forms.
<b>Written Feedback collected for TRC</b>	HR	October 30, 2020 - November 20, 2020	HR requests written feedback from all campus personnel regarding candidate's performance. Feedback for counselors and librarians is also collected from their respective college-wide communities of counselors or librarians. Dean forwards feedback to TRC.
<b>TRC Remarks and Summaries</b>	Author: TRC	November 16, 2020 - December 11, 2020	Tenure Review Committee meets/consults with Dean/Director.

**Tenure Process Reporting Schedule Academic Year 2020-21**

<b>Document</b>	<b>Party Responsible</b>	<b>Deadline</b>	<b>Action</b>
<b>Tenure Recommendation</b>	Author: Dean/Director	January 15, 2021	Dean/Director sends Tenure Recommendation and primary materials to Campus President. Dean/Director also forwards recommendation for Campus Innovation Award to Campus Presidents
<b>Tenure Recommendation for Counselors</b>	Author: Campus President	January 22, 2021	Campus President sends counselor Tenure Recommendations and primary materials to the VP of Student Affairs, if applicable.
<b>Tenure Recommendations</b>	Author: Campus President/VP of Student Affairs	February 15, 2021	Campus President and VP of Student Affairs send Tenure Recommendations and primary materials to College President and notifies TLA Director of the recommendations. Campus President selects the Campus Innovation Award and forwards selection to TLA Director.
<b>Final Tenure Recommendation to District Board of Trustees (DBOT)</b>	Author: College President	February 17, 2021	College President sends Tenure Recommendations to DBOT; notifies Campus Presidents and VP of Student Affairs. Campus President sends portfolios to TLA for program assessment review and to select awards.
<b>Portfolios sent to TLA</b>	Campus President/VP of Student Affairs	February 19, 2021	Campus Presidents send electronic portfolios* of all candidates recommended for tenure to TLA Director for award considerations.
<b>Candidates notified of Tenure Recommendation to DBOT</b>	Author: Campus President	February 26, 2021	Campus President notifies tenure candidates of tenure recommendation to DBOT.
<b>Final Portfolio</b>	Reviewed by TLA	March 26, 2021	TLA reviews electronic portfolios* for program assessment.

**For Candidates in the first through third year of their tenure process,** Dean/Directors may not have all the Individualized Learning Plan (ILP) and portfolio reviews completed by the time Human Resources (HR) requires the paperwork for recommendation for re-appointment of the annual contract. Dean/Directors, however, will have other relevant information such as annual reviews, classroom observations, and student assessment of instruction, as well as the ongoing work between Dean/Directors and candidates on ILP/Portfolio development. (Reappointment recommendations for administrators, professional employees, and faculty in the first through third year of the tenure process will be processed on the normal HR schedule).

**For Candidates in the fourth year of their tenure process,** re-appointments are made by the Dean/Director based on the final portfolio review and other relevant information such as annual reviews, classroom observations, and student assessment of instruction.

**For Candidates in the fifth year of their tenure process,** tenure recommendations are made by the Dean/Director (in consultation with the Tenure Review Committee), Campus President, VP of Student Affairs (as applicable) and President. President will submit tenure recommendations to the DBOT, usually by the June meeting.

**\*Electronic portfolios:** Electronic portfolios will be sent to the Deans/panelists, president's office and the TLA department. If a candidate has recently provided a hard copy of the portfolio, he is asked to forward an electronic copy.

**Tenure Process Reporting Schedule Academic Year 2020-21**

**Tenure Process Reporting Schedule Academic Year 2020-21**