

Class of 2025, Year – 2

Class of 2024, Year – 3

Class of 2023, Year -4

Class of 2022, Year – 5

Tenure Process Reporting Schedule for Academic Year 2021-22

*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.

Document	Party Responsible	Deadline	Action
(Class of 2025) Written Feedback Collected	HR	January 28, 2022 – February 22, 2022	HR requests written feedback from all full-time campus personnel regarding candidate's performance. Feedback for counselors and librarians is also 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 22, 2022.
ILP/ILP Review Panel Meeting	Author: Candidate Reviewed by: Dean/Director and ILP Review Panel	January 28, 2022 (Review meetings occur between February 14, 2022 – April 4, 2022)	Candidate adds Dean/Director, TLADirector, TLA Coordinator, and each member of ILP Review Panel as a Course Reviewers to their electronic Canvas portfolio by this date. Candidate keeps a back-up copy of their portfolio in a different sandbox.
ILP Review Panel Report	Author: Dean/Director and ILP Review Panel	Written Report Deadline: 2 weeks post ILP Review, no later than April 15, 2022	Dean/Director sends written ILP Report to candidate, TLA Director, TLA Coordinator and Campus President, (and VP as applicable); within 2 weeks of review meeting. All reports must be submitted by April 15, 2022.
Revised FLO Submission Form (if required)	Author: Candidate	2 weeks after receipt of the ILP Review Panel Report, but no later than April 29, 2022	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. Dean/Director approves the revised statements, so candidate can begin implementing FLOs. No panel meeting needed to approve FLO revisions. <u>Revised Faculty Learning Outcome Statements must be submitted to Dean/Director, 2 (two) weeks after receipt of ILP Review Panel Report OR by April 29, 2022, whichever comes first.</u>
Approved FLO Submission Form	Dean/Director	May 6, 2022	Approved FLO Submission Form sent to candidate, ILP Panel, TLADirector and TLA Coordinator.
Year-2 Annual Performance Benchmarks	Dean and Campus President	July 8, 2022	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.
(Class of 2024) Draft Portfolio/Portfolio Review Panel Meeting	Author: Candidate Review by: Dean/Director and Portfolio Review Panel	April 15, 2022 Review meetings occur between May 6 – June 24, 2022	Candidate adds TLADirector, TLA Coordinator and Dean/Director as Course Reviewers to their electronic Canvas portfolio by this date. Candidate then adds each member of Portfolio Review Panel as Course Reviewers to their electronic Canvas portfolio two (2) weeks before review meeting. Candidate keeps a back-up copy of their portfolio in a different sandbox.

Document	Party Responsible	Deadline	Action
Portfolio Review Panel Report	Author: Dean/Director and Portfolio Review Panel	Written report deadline: 2 weeks post Portfolio Review Panel Meeting, no later than July 8, 2022	Dean/Director sends written Portfolio Report to candidate, Campus President, (and VP as applicable), TLA Director and TLA Coordinator within 2 weeks of review meeting. All reports must be submitted by July 8, 2022.
Year-3 HR Benchmarks	Dean/Director and Campus President	July 8, 2022	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.
(Class of 2023) Draft Portfolio/ Portfolio Meeting *Pushed back- Pandemic Conditions	Author: Candidate Reviewed by: Portfolio Review Panel	September 10, 2021 Review (Review meetings occur between September 21, 2021 – November 12, 2021)	Candidate sends draft portfolio ONLY to Dean/Director, TLA Director and TLA Coordinator by this date. Candidate then sends Portfolio to Dean/Director and each member of Review Panel 2 weeks before review meeting. Candidate keeps a copy of the portfolio.
Portfolio Review Panel Report *Pushed back- Pandemic Conditions	Author: Dean/Director and Portfolio Review Panel	Written Report Deadline: 2 weeks post Portfolio Review, no later than December 3, 2021	Dean/Director sends written Portfolio Report to candidate, TLA Director, TLA Coordinator, Campus President, and VP of Student Affairs (as applicable), within 2 weeks of review meeting. All reports must be submitted by December 3, 2021.
Advanced Practice Plan	Author: Candidate Reviewed by: Dean/Director	November 30, 2021 December 10, 2021	Candidate submits Advanced Practice Plan to Dean/Director. Dean/Director meets with candidate to approve plan.
Advanced Practice Plan Approval Form	Author: Dean/Director	December 13, 2021	Dean/Director forwards candidate's plan and approval report to TLA Director and TLA Coordinator.
Tenure Review Committee Nominations	Dean/Director	November 5, 2021	Nominations for TRC members requested.
Tenure Review Committee	Dean/Director	November 19, 2021	Election of two tenured faculty members to serve on the TRC with Dean/Director. Names are forwarded to TLA Director and TLA Coordinator. Find guidelines in the Handbook for Tenure Review Committee on TLA website under Tenure Reviews tab.
Final Portfolio	Author: Candidate	April 1, 2022	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.
Final Portfolio Report	Author: Dean/Director and ILP Review Panel	April 18, 2022	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, TLA Coordinator 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 2022. If needed, Appeal Panel review scheduled and Dean/Director follows Protocols for Notifying Candidates document, available from HR.

Document	Party Responsible	Deadline	Action
If applicable, Appeal Panel Decision	Dean/Director	May 6, 2022	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 2022. Dean/Director notifies TLA Director and candidate of decision.
Year-4 HR Benchmarks	Dean/Director and Campus President	July 8, 2022	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.
(Class of 2022) Advanced Practice Reflection	Author: Candidate Reviewed by Dean/Director	October 22, 2021 October 29, 2021	Candidate submits Advanced Practice Reflection to Dean/Director. Candidate meets with Dean/Director to get plan approval. Dean/Director forwards Plan and Reflection to the TRC.
Advanced Practice Reflection Report	Author: Dean/Director	October 29, 2021	Dean/Director forwards candidate's reflection and approval report to TLA Director and TLA Coordinator
TRC Training Completion Form	Dean/Director and TRC Members	November 19, 2021	TRC Training Completion forms must be electronically signed by this date. HR keeps copies of these forms.
Written Feedback collected for TRC	HR	October 29, 2021 - November 12, 2021	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.
TRC Remarks and Summaries	Author: TRC	November 15, 2021 - December 10, 2021	Tenure Review Committee meets/consults with Dean/Director.
Tenure Recommendation	Author: Dean/Director	January 21, 2022	Dean/Director sends Tenure Recommendation to TLA Director and TLA Coordinator. Dean/Director sends recommendation and primary materials to Campus President/Vice President of Student Affairs.
Tenure Recommendations	Author: Campus President/VP of Student Affairs	February 25, 2022	Campus President and VP of Student Affairs send Tenure Recommendations and primary materials to College President; notifies TLA Director and TLA Coordinator and of the recommendations. Campus President selects the Campus Innovation Award and forwards selection to TLA Director.
Final Tenure Recommendation to District Board of Trustees (DBOT)	Author: College President	March 4, 2022	College President sends Tenure Recommendations to DBOT; notifies Campus Presidents and VP of Student Affairs.
Candidates notified of Tenure Recommendation to DBOT	Author: Campus President	March 18, 2022	Campus President notifies tenure candidates of tenure recommendation to DBOT.
Final Portfolio	Reviewed by TLA	April 1, 2022	TLA reviews portfolios for program assessment and awards

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.