

## Chronologically Arranged Tenure Process Schedule Academic Year 2019-20

Class of 2024, Year – 1
Class of 2023, Year – 2
Class of 2022, Year – 3
Class of 2021, Year – 4
Class of 2020, 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.

Document	Party Responsible	Deadline	Action
<b>Draft ILP</b>	Author: Candidate Reviewed by: TLA and Dean/Director	November 1, 2019 December 2, 2019 December 11, 2019 December 13, 2019	Candidate submits draft ILP to Dean/Director and TLA Director. TLA sends ILPs with comments to Dean/Director. Dean/Director sends ILPs with comments back to TLA Director. TLA sends comments to candidate and Dean/Director.
<b>Advanced Practice Plan</b>	Author: Candidate Reviewed by: Dean	October 25, 2019 November 22, 2019	Candidate submits Advanced Practice Plan to Dean. Dean meets with candidate to approve plan.
<b>Advanced Practice Reflection</b>	Author: Candidate Reviewed by Dean	October 25, 2019	Candidate submits Advanced Practice Reflection to Dean. Dean forwards Plan and Reflection to TRC.
<b>Written Feedback collected for TRC</b>	HR	October 30, 2019 - November 15, 2019	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>Tenure Review Committee</b>	Dean/Director	November 8, 2019 November 22, 2019	Nominations for TRC members requested. Election of two tenured faculty members to serve on the TRC with Dean/Director. Names are forwarded to TLA Director. See "Handbook" for guidelines.
<b>TRC Training Completion Form</b>	Dean/Director and TRC Members	November 15, 2019	TRC Training Completion forms must be electronically signed by this date. HR keeps copies of these forms.
<b>TRC Remarks and Summaries</b>	Author: TRC	November 18, 2019 - December 13, 2019	Tenure Review Committee meets/consults with Dean/Director.

## Chronologically Arranged Tenure Process Schedule Academic Year 2019-20

Document	Party Responsible	Deadline	Action
<b>Final Portfolio</b>	Author: Candidate	January 6, 2020	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>Tenure Recommendation</b>	Author: Dean/Director	January 6, 2020	Dean/Director sends Tenure Recommendation and primary materials to Campus President.
<b>Tenure Recommendation for Counselors</b>	Author: Campus President	January 21, 2020	Campus President sends counselor Tenure Recommendations and primary materials to the VP of Student Affairs, if applicable.
<b>Written Feedback Collected</b>	HR	January 24, 2020 – February 21, 2020	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 21.
<b>Portfolio Final Report</b>	Author: Dean/Director and ILP Review Panel	January 24, 2020	Dean/Director produces Final Portfolio Report. Dean/Director sends report to candidate, TLA Director, and Campus President. Dean/Director sends electronic portfolio* to the Campus President. Dean/Director retains a copy of the report to send to the Tenure Review Committee in November of 2020.
<b>ILP</b>	Author: Candidate  Reviewed by: Dean/Director and ILP Review Panel	January 31, 2020 (Review meetings occur between February 17, 2020 – April 6, 2019)	Candidate sends ILP to TLA Director, Dean/Director and each member of ILP Review Panel. Candidate keeps a copy of the ILP.
<b>If applicable, Appeal Panel Decision</b>	Dean/Director	February 7, 2020	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 2020. Dean/Director notifies TLA Director and candidate of decision.
<b>Tenure Recommendations</b>	Author: Campus President/VP of Student Affairs	February 10, 2020	Campus President and VP of Student Affairs send Tenure Recommendations and primary materials to College President and notify 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, 2020	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

## Chronologically Arranged Tenure Process Schedule Academic Year 2019-20

Document	Party Responsible	Deadline	Action
<b>Portfolios sent to TLA</b>	Campus Presidents/VP of Student Affairs	February 21, 2020	Campus Presidents send electronic portfolios* of all candidates recommended for tenure to the TLA Director for award considerations.
<b>Candidates notified of Tenure Recommendation to DBOT</b>	Author: Campus President	February 28, 2020	Campus President notifies tenure candidates of tenure recommendation to DBOT.
<b>Final Portfolio</b>	Reviewed by TLA	March 27, 2020	TLA reviews electronic portfolio*s for program assessment; returns portfolios to candidates' respective departments.
<b>Analysis of My Practice</b>	Candidate	April 3, 2020 May 8, 2020 May 20, 2020 May 22, 2020	Candidate submits Analysis of My Practice to Dean 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>ILP Review Panel Report</b>	Author: Dean/Director and ILP Panel	Written Report Deadline: 2 weeks post ILP Review, no later than April 17, 2020	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 17, 2020.</b>
<b>Revised FLO Submission Form (if required)</b>	Author: Candidate	2 weeks after receipt of the ILP Review Panel Report, but no later than May 1, 2020	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.  <b><u>Revised Faculty Learning Outcome Statements must be submitted to Dean/Director two weeks after receipt of ILP Review Panel Report OR by May 1, whichever comes first.</u></b>
<b>Draft Portfolio</b>	Author: Candidate  Review by: ILP/Portfolio Review Panel	2 weeks prior to Portfolio Review (Review meetings occur between May 1, 2020 – June 19, 2020)*	Candidate sends electronic portfolio* to Dean/Director and each member of ILP Review Panel 2 weeks before review meeting. Candidate keeps a copy. *Some panels may need to convene in April, due to faculty summer schedules. Candidates and panelists should be notified as early as possible.
<b>Approved FLO Submission Form</b>	Dean/Director	May 8, 2020	Approved FLO Submission Form sent to candidate, ILP Panel and TLA Director.
<b>Portfolio Review Panel Report</b>	Author: Dean/Director and Portfolio Review Panel	Written Report Deadline: 2 weeks post Portfolio Review, no later than July 6, 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 July 6, 2020.</b>

## Chronologically Arranged Tenure Process Schedule Academic Year 2019-20

Document	Party Responsible	Deadline	Action
<b>Year-1 Annual Performance Benchmarks</b>	Dean and Campus President	July 10, 2020	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-2 Annual Performance Benchmarks</b>	Dean and Campus President	July 10, 2020	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 Annual Performance Benchmarks</b>	Dean and Campus President	July 10, 2020	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-4 Annual Performance Benchmarks</b>	Dean and Campus President	July 10, 2020	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.

**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.