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| **Class of 2027, Year - 2** |  |  |
| **Class of 2025, Year - 4** |  |
| **Class of 2024, 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.

\*\*Please note that we do not have a Y-1 or Y3 this year

| **Document** | **Party Responsible** | **Deadline** | **Action** |
| --- | --- | --- | --- |
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| **(Class of 2027)**  **Written Feedback Collected** | HR-Emp. Dev. | January 26,2024 –  February 23, 2024 | 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 23, 2024. |
| **ILP/ILP Review Panel Meeting** | Author: Candidate    Reviewed by: Dean/Director and ILP Review Panel | January 26, 2024  February 12, 2024 – April 1, 2024 | Candidate adds ILP Review Panel as Course Reviewers to their electronic Canvas portfolio by this date.  Candidate keeps a back-up copy of their portfolio in a different sandbox.  Dean and Panelists meet to review candidate ILP work. |
| **ILP Review Panel**  **Report** | Author: Dean/Director  and ILP Review Panel | Written Report Deadline:  2 weeks post ILP  Review, *no later* than  April 15, 2024 | Dean/Director uploads written ILP Report to 1Dean Folder and files under “Reports”; emails a copy to candidate, Campus Provost and VP as applicable, within 2 weeks of review meeting.  **All reports must be submitted by April 15, 2024.** |
| **Revised FLO**  **Submission Form (if**  **required)** | Author: Candidate | 2 weeks after receipt of  the ILP Review Panel  Report, but no later than  April 29, 2024 | 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.  Dean/Director approves the revised statements, so candidate can begin implementing  FLOs. No panel meeting needed to approve FLO revisions.  **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, 2024, whichever comes first.** |
| **Approved FLO Submission Form** | Dean/Director | May 3, 2024 | Approved FLO Submission Form sent to candidate, ILP Panel, and uploaded to 1Deans folder under “Reports”. |
| **Year-2 HR Benchmarks** | Dean/Director and Campus Provost or VP | July 5, 2024 | Dean/Director submits Annual Performance Benchmarks as part of the annual review in the EDGE, giving access to Campus Provost, or VP if applicable, and HR. |
| ***Class of 2025***  **Advanced Practice**  **Plan** | Author: Candidate  Reviewed by: Dean/Director | October 27, 2023  November 21, 2023 | Candidate submits Advanced Practice Plan to Dean/Director  Dean/Director meets with candidate to approve plan. |
| **Tenure Review Committee (TRC) Nominations** | Dean/Director | November 3, 2023 | Deans request nominations for two TRC members |
| **Tenure Review Committee** | Dean/Director | November 17, 2023 | Election of two tenured faculty members to serve on the TRC with Dean/Director. Names are forwarded to TLA Coordinator and Director. Find guidelines in the Handbook for Tenure Review Committee on TLA website under Tenure Reviews tab.  TRC members list sent to ODHR from TLA. |
| **Advanced Practice Plan Approval Form** | Author: Dean/Director | December 1, 2023 | Dean/Director uploads candidate’s plan and approval report to 1Dean-Director Folder in OneDrive. |
| **Final Portfolio** | Author: Candidate | January 22, 2024 | Candidate emails a pdf copy of the Final Portfolio to [TLA@Valenciacollege.edu](mailto:TLA@Valenciacollege.edu) (see directions in TLA Resources Canvas space). Candidate unpublishes the “Y1”, “Y2”, and “Y4” modules of the portfolio in canvas Candidate adding Campus Provost to their portfolio with Student permissions (see directions in TLA Resources Canvas space). Candidate keeps a copy. Candidate does **not** attend final review meeting. |
| **Final Portfolio Report** | Author: Dean/Director and Portfolio Review Panel | February 12, 2024 | Dean/Director produces Final Portfolio Report. Dean/Director will convene a meeting with the panel in order to reach a majority decision. Dean/Directors obtain email approval of report from all panelists and copies TLA Director. Dean/Director uploads report to 1Dean-Director Folder and TRC Folder in OneDrive and forwards the report to the candidate and Campus Provost/VP. Dean/Director retains a copy of the report to send to the Tenure Review Committee in November of 2024.  If the report is deemed “not yet acceptable,” Dean/Director notifies TLA Director and Campus Provost/VP within 2 college business days of the panel’s decision. Candidate has 5 college business days to submit a request to their Dean/VP for portfolio review by an appeal panel. Appeal panel review would then be scheduled and following a decision, a report would be sent to the candidate from their respective dean. See updated Appeal Panel Guidelines. |
| **If applicable,**  **Appeal Panel Decision** | Dean/Director | February 26, 2024 | Dean/Director sends Appeal Panel decision and primary materials to Campus Provost. Dean/Director retains a copy of decision, and, if applicable, sends documents to TRC in November of 2024. Dean/Director notifies TLA Director and candidate of decision. Dean/Director uploads appeal documents to the 1Dean-Director Folder. |
| **Upload ARP to Canvas Commons** | Candidate | February 28, 2024 | Candidate will upload FLO 1 and all documentation to Canvas Commons. Upload instructions are located in the TLA Resources. |
| **Year-4 HR Benchmarks** | Dean/Director and Campus Provost | July 5, 2024 | Dean/Director submits Annual Performance Benchmarks as part of the annual review in the EDGE, giving access to Campus Provost, or VP if applicable, and HR. |
| ***Class of 2024***  **Advanced Practice Reflection** | Author: Candidate  Reviewed by Dean/Director | October 20, 2023  October 27, 2023 | Candidate submits Advanced Practice Reflection to Dean/Director.  Candidate meets with Dean/Director to discuss and approve reflection. |
| **Advanced Practice Reflection Report** | Author: Dean/Director | November 3, 2023 | Dean/Director uploads reflection and approval report to OneDrive 1Dean-Director Folder and TRC Folder. |
| **TRC Training Period** | Author: HR | October 23, 2023-  November 9, 2023 | TRC training period for all Y4 deans, directors and TRC members. ODHR will run completion report 2 weeks before deadline and communicate progress on completion with Deans for their appropriate follow up. |
| **TRC Training Completion Form** | Dean/Director and TRC Members | November 09, 2023 | TRC Training Completion forms must be electronically signed by this date. HR keeps copies of these forms. |
| **Written Feedback collected for TRC** | HR | October 27, 2023 -November 9, 2023 | 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 Meeting/ Recommendation** | Author: TRC | November 13, 2023 -  December 8, 2023 | Dean/Director convenes meeting of TRC to make recommendation of candidate’s tenure status. |
| **Tenure Recommendation** | Author: Dean/Director | January 19, 2024 | Dean/Director uploads [Tenure Recommendation form](https://valenciacollege.edu/faculty/development/teaching-learning-academy/tenure/index.php) and primary materials to OneDrive 1Dean-Director Folder. Dean/Director notifies via email Campus Provost/ Vice President of TRC recommendation and copies Ryan Kane, Asst VP, Human Resources  Human Resources Operations  Dean/Director also forwards recommendation for Campus Innovation Award to Campus Provosts. |
| **Canvas Permissions & unpublishing.** | Author: Candidate | January 19, 2024 | Candidate adds Campus Provost as a Course Reviewer in their Canvas Portfolio.  Candidate also *unpublishes* all modules except module titled, "Year Three Portfolio". |
| **Tenure Recommendations** | Author: Campus Provost/VP of Student Affairs | February 16, 2024 | ODHR maintains college-wide list of Dean/Director recommendations and sends to Provosts/VPs for their recommendation. Provost/VPs complete recommendation via Excel document and submit to ODHR indicating their recommendation for tenure of each candidate by deadline. ODHR then sends final list to College President for review and copies TLA Director. |
| **Innovation Award Recipient** | Author: Campus Provsot/VP | February 16, 2024 | Campus Provost/VP selects the Innovation Award and forwards selection to TLA Director and TLA Coordinator. |
| **Final Tenure Recommendation to District Board of Trustees (DBOT)** | Author: College President | March 1, 2024 | College President sends Tenure Recommendations to DBOT; notifies Campus Provosts and VP. |
| **Candidates notified of Tenure Recommendation to DBOT** | Author: Campus Provost | March 8, 2024 | Campus Provost/VP notifies tenure candidates of tenure recommendation to DBOT. |
| **Final Portfolio** | Reviewed by TLA | March 29, 2024 | TLA team reviews portfolios for program assessment and awards |
| **DBOT awards tenure to cohort in May meeting** | DBOT | TBD | DBOT awards tenure to cohort in this meeting. |
| **Tenure Celebration!** | College Provost, Campus Provosts, Deans, TLA, Candidates | June 6, 2024\* | Tenure celebration from 4:30-6:30 pm (Tentatively); awards and medallions are presented here. Celebration at Special Events Center on West Campus. |
| **Year-5 HR Benchmarks** | Dean/Director and Campus Provost | July 5, 2024 | Dean/Director submits Annual Performance Benchmarks as part of the annual review in the EDGE, giving access to Campus Provost, or VP if applicable, and ODHR. |

**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 Organizational Development & Human Resources (ODHR) 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 Provost/VP (as applicable) and President. President will submit tenure recommendations to the DBOT, usually by the June meeting.