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| **All Candidates** |
| **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.

|  | **Deadline** | **Action** |
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| **All Years** | **Sep 15-Oct 16, 2023**  **Jan. 13, 2024-Feb 9, 2024**  **Jul 5, 2024** | Check in with your candidates  Check in with your candidates  Dean/Director submits Annual Performance Benchmarks as part of the annual review in the EDGE, giving access to Campus Provost or VP of Student Affairs, and ODHR. |
| **Year 2** | **Nov. 3, 2023** | Dean assigns panelists to each candidate and emails TLA Director and TLA Coordinator with names. |
| **Jan. 16, 2024** | ILP Training Classes begin for dean/panelist training; upcoming review meetings are in February. |
| **Jan. 26, 2024** | Candidate adds ILP panelists as “COURSE REVIEWERS” to their Canvas by this date. |
| **Feb 12- Apr 1, 2024** | ILP Review Panel Meetings |
| **Apr 15, 2024** | Dean sends completed ILP Report to candidate and Campus Provost; uploads it to candidate folder in 1Dean folder *no later* than this date. |
| **Apr 29, 2024** | Candidate submits revised FLO submission form, if applicable |
| . **May 3, 2024** | Dean uploaded Revised FLO Approval Form into 1Dean folder, if applicable |
|  | **Oct. 23-Nov. 8, 2023** | TRC Training Period for all Deans and TRC members |
| **Year 4** | **Oct. 27, 2023**  **Nov.21, 2023** | Dean/Director meets with candidate to discuss and review **Advanced Practice Plan**; completes **Advanced Practice Plan** **Approval Form**, Uploads both documents into 1Dean/Director folder no later than Nov 21 |
| **Nov. 3, 2023** | Dean/Director requests nominations for two TRC members from candidate’s discipline. |
| **Nov. 17, 2023** | Elections result in names of two faculty members to serve on the TRC with dean. Names are forwarded to TLA Coordinator and Director. Guidelines are in the handbook for TRC on TLA website under [Tenure Resources tab](https://valenciacollege.edu/faculty/development/teaching-learning-academy/tenure-process/resources.php) |
| **Dec. 1, 2023** | Dean/Director uploads candidate's **Advanced Practice Plan** and **Advanced Practice Plan Approval Form** to 1Dean/Director. |
| **Jan. 22, 2024** | Candidate emails a pdf copy of the Final Portfolio to TLA@Valenciacoolege.edu, TLA Director and TLA Coordinator (see directions in TLA Resources Canvas space). Candidate does not attend final review meeting. |
| **Feb. 13, 2024** | Dean/Director produces **Final Portfolio Report\***. Dean/Director will convene a meeting with the panel in order to reach consensus. Dean/Directors obtain email approval of consensus report from all panelists and uploads report to 1Dean folder; forwards report to Campus Provost. Dean/Director retains a copy of the report to upload to the TRC folder in November of 2024.  *\*If report contains* ***“NOT YET ACCEPTABLE****” Dean/Director contacts TLA Director and Campus Provost within 24 hours of panel’s decision.*  *If needed, Appeal Panel is convened and a new review scheduled. Dean/Director follows “Protocols for Notifying Candidates” document, available from ODHR.*  *Appeal Panel members are selected within 72 hours, or as soon thereafter as possible, of a candidate’s request to appeal a decision of “unacceptable” by the candidate’s first panel.* |
| **Feb. 26, 2024** | Dean/Director sends Appeal Panel decision and primary materials to Campus Provost. Dean/Director retains a copy of decision, and, if applicable, uploads documents to TRC folder in November 2024. Dean/Director notifies TLA director and candidate of decision. Dean/Director uploads appeal documents to 1Dean/Directors folder. |
| **Feb. 28, 2024** | Candidate uploads FLO 1 and all documentation to Canvas Commons. Instructions located in Canvas TLA Resources |
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| **Feb. 16, 2024**  **Year 5** | **Oct 20, 2023**  **Oct 27, 2023** | Candidate submits **Advanced Practice Reflection** to Dean/Director.  Candidate meets with Dean/Director to discuss, evaluate and approve reflection. |
| **Nov 9, 2023** | Dean/Director has uploaded **Advanced Practice Reflection Approva**l into 1Dean folder. |
| **Oct 27 – Nov 9, 2024** | 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 uploads feedback to 1Dean TRC folder. |
| **Nov 3, 2023** | Dean/Director uploads **Advanced Practice Reflection** and  **Advanced Practice Reflection** **Approval Form** to OneDrive 1Dean-Director Folder and TRC Folder. |
| **Nov 3, 2023** | TRC Training electronically signed forms DUE; ODHR keeps copies |
| **Nov 13 – Dec 8, 2023** | Tenure Review Committee meets/consults with Dean/Director |
| **Jan 19, 2024** | Tenure Recommendations for candidates DUE**.** Dean/Director uploads **Tenure Recommendation Form** to 1Deans-Directors folder. Dean/Director forwards recommendation and primary materials to Campus Provost/VP Student Affairs. |
| **Jan 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” |
| **Feb. 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 of College President for review and copies TLA Director. |
| **Feb 23, 2024** | Tenure Recommendations: Campus Provost and VP of Student Affairs send recommendations and primary materials to College President; notifies VP of ODHR, TLA Director, and TLA Coordinator of the recommendations.  Campus Provost selects the Campus Innovation Award and forwards selection to TLA Director and TLA Coordinator |
| **Mar 1, 2024** | College President sends tenure recommendations to DBOT; notifies Campus Provosts and VP of Student Affairs |
| **Mar 8, 2024** | Campus Provosts notify tenure candidates of tenure recommendation to DBOT |
| **Mar 29, 2024** | TLA team reviews portfolios for program assessment and awards |
|  | **Jun 6, 2024 TENT** | Tenure celebration from 4:30-6:30 pm (TENTATIVELY); awards and medallions are presented here. Celebration at Special Events Center on West Campus. |

**For Candidates in the first through third year of their tenure process,** Dean/Directors may not have all the ILP and portfolio reviews completed by the time 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 TRC), Campus Provost, 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.

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| **Abbreviations** | |
| **DBOT** | District Board of Trustees |
| **FLO** | Faculty Learning Outcomes |
| **ODHR** | Organizational Development/Human Resources |
| **ILP** | Individualized Learning Plan |
| **TLA** | Teaching Learning Academy |
| **TRC** | Tenure Review Committee |