

**Tenure Process Reporting Schedule Academic Year 2022-23**

Class of 2027, Year – 1
Class of 2025, Year – 3
Class of 2024, Year - 4
Class of 2023, 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 Year 2, Class of 2026

<b>Document</b>	<b>Party Responsible</b>	<b>Deadline</b>	<b>Action</b>
<b>Class of 2027 Analysis of My Practice</b>	Candidate	April 21, 2023 May 17, 2023 May 24, 2023 July 10, 2023	Candidate adds TLA@valenciacollege.edu and Dean/Director as Course Reviewers to their electronic Canvas portfolio by this date. TLA finalizes comments in Canvas Dean/Director finalizes comments in Canvas Dean/Director meets with candidate to review AMP and FLO 3 plan
<b>Year-1 Annual Performance Benchmarks</b>	Dean and Campus Provost	July 7, 2023	Dean submits Annual Performance Benchmarks as part of the annual review in theEDGE, giving access to Campus Provost, or VP of Student Affairs, and HR.
<b>Class of 2025 Draft Portfolio/Portfolio Review Panel Meeting</b>	Author: Candidate  Review by: Dean/Director and Portfolio Review Panel	April 14, 2023  Review meetings occur between May 12 – July 5, 2023	Candidate adds TLA@valenciacollege.edu and Dean/Director as Course Reviewers to their 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.
<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 July 19, 2023	Dean/Director sends written Portfolio Report to candidate, Campus Provost, (and VP as applicable), and uploads report to 1Dean-Director Folder in OneDrive within 2 weeks of review meeting.  <b>All reports must be submitted by July 19, 2023.</b>
<b>Year-3 HR Benchmarks</b>	Dean/Director and Campus Provost	July 7, 2023	Dean/Director submits Annual Performance Benchmarks as part of the annual review in theEDGE, giving access to Campus Provost, or VP of Student Affairs if applicable, and HR.
<b>Class of 2024 Advanced Practice Plan</b>	Author: Candidate Reviewed by: Dean/Director	October 28, 2022 November 22, 2022	Candidate submits Advanced Practice Plan to Dean/Director. Dean/Director meets with candidate to approve plan.
<b>Advanced Practice Plan Approval Form</b>	Author: Dean/Director	December 2, 2022	Dean/Director uploads candidate’s plan and approval report to 1Dean-Director Folder in OneDrive.
<b>Tenure Review Committee (TRC) Nominations</b>	Dean/Director	November 4, 2022	Nominations for TRC members requested.
<b>Tenure Review Committee</b>	Dean/Director	November 18, 2022	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.

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<b>Final Portfolio</b>	Author: Candidate	January 23, 2023	Candidate emails the Final Portfolio Link to Dean/Director, portfolio review panelists, TLA Director, TLA Coordinator. If using Canvas, candidate sends self-enrollment link to TLA Director. If using OneNote send readable (all-Valencia) link to TLA Director. The link should be sent on or before deadline date. If using Word or PDF, submit portfolio electronically. Candidate keeps a
<b>Final Portfolio Report</b>	Author: Dean/Director and Portfolio Review Panel	February 13, 2023	Dean/Director produces Final Portfolio Report. Dean/Director will convene a meeting with the panel via Zoom in order to reach consensus. Dean/Directors obtain email approval of consensus report from all panelists and copies TLA Director. Dean/Director uploads to 1Dean-Director Folder and TRC Folder in OneDrive and forwards the report to the candidate and Campus Provost. Dean/Director retains a copy of the report to send to the Tenure Review Committee in November of 2023.  If needed, Appeal Panel review scheduled and Dean/Director follows Protocols for Notifying Candidates document, available from HR.
<b>If applicable, Appeal Panel Decision</b>	Dean/Director	February 27, 2023	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 2023. Dean/Director notifies TLA Director and candidate of decision. Dean/Director uploads appeal documents to the 1Dean-Director Folder.
<b>Upload ARP to TBD (Replacing the Action Research Builder)</b>	Candidate	March 1, 2023	Candidate will upload FLO 1 and all documentation to a new platform. More information will be provided during the school year.
<b>Year-4 HR Benchmarks</b>	Dean/Director and Campus Provost	July 7, 2023	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 if applicable, and HR.
<b>Class of 2023 Advanced Practice Reflection</b>	Author: Candidate Reviewed by Dean/Director	October 21, 2022 October 28, 2022	Candidate submits Advanced Practice Reflection to Dean/Director. Candidate meets with Dean/Director to discuss and approve reflection.
<b>Advanced Practice Reflection Report</b>	Author: Dean/Director	November 4, 2022	Dean/Director uploads reflection and approval report to OneDrive 1Dean-Director Folder and TRC Folder.
<b>TRC Training Completion Form</b>	Dean/Director and TRC Members	November 11, 2022	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 28, 2022 - November 10, 2022	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 14, 2022 - December 9, 2022	Tenure Review Committee meets/consults with Dean/Director.
<b>Tenure Recommendation</b>	Author: Dean/Director	January 20, 2023	Dean/Director uploads Tenure Recommendation form to OneDrive 1Dean-Director Folder. Dean/Director sends recommendation and primary materials to Campus Provost/ Vice President of Student Affairs.

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<b>Tenure Recommendations</b>	Author: Campus Provost/VP of Student Affairs	February 24, 2023	Campus Provost 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 Provost selects the Campus Innovation Award and forwards selection to TLA Director and TLA Coordinator.
<b>Final Tenure Recommendation to District Board of Trustees (DBOT)</b>	Author: College President	March 3, 2023	College President sends Tenure Recommendations to DBOT; notifies Campus Provosts and VP of Student Affairs.
<b>Candidates notified of Tenure Recommendation to DBOT</b>	Author: Campus Provost	March 10, 2023	Campus Provost notifies tenure candidates of tenure recommendation to DBOT.
<b>Final Portfolio</b>	Reviewed by TLA	March 31, 2023	TLA team 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 Provost, VP of Student Affairs (as applicable) and President. President will submit tenure recommendations to the DBOT, usually by the June meeting.