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| **KEY** | **Class of 2029 | Year—1** | **Class of 2027 | Year—3** | **Class of 2025 | 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-2 or Y-4 this year

| **Document** | **Responsible Party** | **Deadline** | **Action** |
| --- | --- | --- | --- |
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| ***(Class of 2029)***  **Analysis of My Practice** | Candidate | April 18, 2025  May 16, 2025  May 30, 2025  July 14, 2025 | Candidate adds [TLA@valenciacollege.edu](mailto:TLA@valenciacollege.edu) and Dean/Director as Course Reviewers to their electronic Canvas portfolio and publishes the AMP module 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 |
| **Year-1 Annual Performance Benchmarks** | Dean and Campus President | July 11, 2025 | 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. Dean adds classroom observation dates for candidate to 1Deans/Director folder. |
| ***(Class of 2027)***  **Implementation for Draft Portfolio** | Candidate | Fall 2024 | Candidate implements their FLO1 (ARP) and/or FLO2 projects and collects data.  **NOTE YOUR DRAFT PORFOLIO WILL BE DUE IN EARLY FALL 2025.** |
| **Implementation and writing for Draft Portfolio** | Candidate | Spring 2025 | Candidate finishes implementation of all FLOs and data collection for their portfolio. Candidate begins to document and write up their portfolio. |
| **CEBP Part II** | Candidate | Summer A or  Summer B | Candidate takes the Creating an Evidence-based Portfolio Part II in preparation of their draft portfolio deadline and panel review in the fall. |
| **Year-3 HR Benchmarks** | Dean/Director and Campus President | July 11, 2025 | 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. Dean/Director adds classroom observation dates for candidate to 1Deans/Director folder. |
| **Final Portfolio Due in Fall Year 4** | Candidate | Fall 2025 | Candidates submit their draft portfolio to their Director/Dean. |
| ***(Class of 2025)***  **Advanced Practice Reflection** | Author: Candidate  Reviewed by Dean/Director | October 18, 2024  October 25, 2024 | Candidate uploads Advanced Practice Reflection to Year 4 module in Canvas.  Candidate meets with Dean/Director to discuss and approve reflection. |
| **Advanced Practice Reflection Report** | Author: Dean/Director | November 1, 2024 | Dean/Director uploads reflection and a PDF copy of the approved report form to the Report folder in the 1Deans/Director Folder and TRC Folder. |
| **TRC Training Period** | Author: HR | October 21, 2024-  November 8, 2024 | TRC training period for all Y5 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 11, 2024 | TRC Training Completion forms must be electronically signed by this date. HR keeps copies of these forms. |
| **Written Feedback collected for TRC** | HR | October 18, 2024-  November 1, 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 forwards feedback to TRC. |
| **TRC Meeting/ Recommendation** | Author: TRC | November 11, 2024-  December 6, 2024 | Dean/Director convenes meeting of TRC to make recommendation of candidate’s tenure status. |
| **Tenure Recommendation** | Author: Dean/Director | January 17, 2025 | Dean/Director uploads Tenure Recommendation form and primary materials to 1Deans/Director folder in OneDrive. Dean/Director notifies via email Campus Provost/ Vice President of TRC recommendation and copies Ryan Kane, Asst VP, Human Resources  Dean/Director also forwards recommendation for Innovation Awards to Campus Provosts. |
| **Canvas Permissions & Unpublishing** | Author: Candidate | January 17, 2025 | Candidate adds College Provost and Campus Provost as a Course Reviewer in their Canvas Portfolio.  Candidate also *unpublishes* all modules except modules titled, “Candidate Context” and “Year Three Portfolio". |
| **Tenure Recommendations** | Author: Campus Provost/VP of Student Affairs | February 14, 2025 | ODHR maintains a 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 Provost/VP | February 14, 2025 | Campus Provost/VP selects the Innovation Award winner(s) and forwards selection to TLA Director and TLA Coordinator. |
| **Final Tenure Recommendation to District Board of Trustees (DBOT)** | Author: College President | TBD | College President sends Tenure Recommendations to DBOT; notifies Campus Provosts and VP. |
| **Candidates notified of Tenure Recommendation to DBOT** | Author: Campus Provost | March 14, 2025\* | Campus Provost/VP notifies tenure candidates of tenure recommendation to DBOT.  \*Tentative date, subject to change; the college president may choose to present at either the March or May DBOT meeting. ￼ |
| **Final Portfolio** | Reviewed by TLA | March 28, 2025 | TLA team reviews portfolios for program assessment and awards |
| **Tenure Celebration!** | College Provost, Campus Provosts, Deans, TLA, Candidates | June 5, 2025\* | Tenure celebration from 4:30-6:30 pm (tentatively); awards and medallions are presented here. Celebration at Special Events Center on West Campus.  \*Tentative date, subject to change |
| **Year-5 HR Benchmarks** | Dean/Director and Campus Provost | July 11, 2025 | 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. Dean adds classroom observation dates for candidate to 1Deans/Director folder. |

**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.