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

|  | **Deadline** | **Action** |
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| **All Years** | **Sep 13-Oct 21, 2024**  **Jan 10-Feb 10, 2025**  **July 11, 2025** | 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 1** | **March 27, 2025** | TLA Director conducts annual dean training for AMP comments and procedures. |
| **April 18, 2025** | Candidate adds TLA@valenciacollege.edu and Dean/Director as Course Reviewers to their Canvas portfolio by this date. |
| **May 16, 2025** | TLA finalizes comments in Canvas. |
| **May 30, 2025** | Dean/Director finalizes comments in Canvas. |
| **July 11, 2025** | Submit Annual Performance Benchmarks for Year 1 as part of the annual review in the EDGE, giving access to Campus President, or VP of Student Affairs if applicable, and HR. |
| **July 14, 2025** | Dean/Director meets with candidate to review AMP and FLO 3 plan. |
| **Year 3** | **March 10, 2025** | Deadline for all panelists and Deans/Directors to sign up for panel training classes.  Dates will be added to the Dean’s Monthly Announcement when available. |
| **April 18, 2025** | Dean/Director schedules portfolio panel date for Fall 2025. |
| **July 11, 2025** | Dean submits Annual Performance Benchmarks as part of the annual review in the EDGE, giving access to Campus Provost, or VP of Student Affairs, and HR. |
| **Year 5** | **Oct 18, 2024** | Candidate submits **Advanced Practice Reflection** to Dean/Director. |
| **Oct 25, 2024** | Candidate meets with Dean/Director to discuss, evaluate, and approve reflection. |
| **Nov 1, 2024** | Dean/Director uploads **Advanced Practice Reflection** and **Advanced Practice Reflection** **Approval Form** to OneDrive 1Dean-Director Folder and TRC Folder. |
| **Oct 21-Nov 8, 2024** | TRC Training period for all deans and TRC members.  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 11, 2024** | TRC Training electronically signed forms DUE; ODHR keeps copies |
| **Nov 11-Dec 6, 2024** | Tenure Review Committee meets/consults with Dean/Director |
| **Jan 17, 2025** | 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 17, 2025** | Candidate adds Campus Provost as a Course Reviewer in their Canvas Portfolio  Candidate also ***unpublishes*** all modules except module titled, “YEAR THREE PORTFOLIO” |
| **Jan 17-Feb 14, 2025** | 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 14, 2025** | 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 |
| **TBD** | College President sends tenure recommendations to DBOT; notifies Campus Provosts and VP of Student Affairs |
| **Mar 14, 2025 (TENT)** | Campus Provosts notify 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. |
| **Mar 28, 2025** | TLA team reviews portfolios for program assessment and awards |
|  | **Jun 5, 2025 (TENT)** | Tenure celebration from 4:30-6:30 pm (TENTATIVELY); awards and medallions are presented here. Celebration at Special Events Center on West Campus. |
|  | **July 11, 2025** | Dean submits Annual Performance Benchmarks as part of the annual review in the EDGE, giving access to Campus Provost, or VP of Student Affairs, and HR. |

**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 |