

## Monthly Dean Tenure Process Reporting Schedule Academic Year 2023-24

<b>KEY</b>	Class of 2027, Year - 2
	Class of 2025, Year - 4
	Class of 2024, Year - 5
	Training for Panelists & Deans
	Check-in with your candidates

August 2023	Deadline
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September 2023		Deadline	October 2023		Deadline	November 2023		Deadline	
All Years	Check in with your candidates	15-Sep to 16-Oct	All Years	Check in with your candidates	15-Sep to 16-Oct	Year 2	Dean assigns panelists to each candidate. Emails TLA Director and TLA Coordinator with names	3-Nov	
				Year 4	Candidate submits <b>Advanced Practice Plan</b> to Dean/Director		27-Oct	Year 4	Deans request nominations Dean/Director requests nominations for two TRC members from candidate's discipline.
					Dean/Director meets with candidate to discuss and review plan; Dean/Director completes <b>Advanced Practice Plan Approval Form</b> , loads both docs into 1Dean Folder	27-Oct to 21-Nov	Elections result in two faculty members to serve on the TRC with dean. These cannot be any Y4 candidate's panelist. Names are forwarded to TLA Coordinator and Director. Guidelines are in Handbook for TRC on TLA website under Tenure Reviews tab		17-Nov
					Year 5	Candidate submits <b>Advanced Practice Reflection</b>	20-Oct		Dean/Director meets with candidate to discuss and review <b>Advanced Practice Plan</b> , completes and uploads <b>Advanced Practice Plan Approval Form</b> into 1Deans folder
				Candidate meets with Dean/Director to discuss reflection and have it evaluated		20-Oct to 27-Oct	Year 5	Dean/Director uploads <b>Advanced Practice Reflection</b> and <b>Approval Form</b> to 1Dean Folder & TRC folder.	3-Nov
				TRC Training period for all deans and TRC members		23-Oct to 9-Nov		TRC Training forms must be electronically signed; HR keeps copies of the forms	9-Nov
				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. Dean/Director forwards feedback to TRC		27-Oct to 9-Nov		Tenure Review Committee meets/consults with Dean/Director	13-Nov to 8-Dec

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Dec-23		Deadline	January 2024		Deadline	February 2024		Deadline
Year 4	Dean/Director uploads candidate's Advanced Practice Plan and Advanced Practice Plan Approval Form to 1Dean/Director	1-Dec	All Years	Check in with your candidates	13-Jan to 9-Feb	Year 2	ILP Review Panel Meetings	12 Feb to 1-Apr
Year 5	<b>Final Date:</b> TRC meets/consults with Dean/Director	8-Dec	Year 2	ILP Training classes for deans & panelists. Review meetings begin in February	16-Jan	Year 4	Dean/Director produces <b>Final Portfolio Report*</b> . Dean/Director convenes meeting with review panel in order to reach consensus. Dean/Director obtains email approval of consensus report from all panelists and copies TLA Director.	13-Feb
				Candidate adds ILP Panelists as Course Reviewers to their Canvas by this date.	26-Jan		Dean/Director uploads <b>Final Report</b> to 1Dean/Director and TRC folders; forwards a copy of the report to the candidate and Campus Provost. Dean/Director retains a copy of report to forward to TRC in November 2024. A copy of this report is uploaded to the TRC folder for November 2024 TRC meetings.	
			Year 4	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.	22-Jan	<i>*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 is scheduled. Dean/Director follows "Protocols for Notifying Candidate" 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.</i>		
			Year 5	Tenure Recommendations for candidates <b>DUE</b> Dean/Director uploads Tenure Recommendation Form to 1Deans-Directors folder. Dean/Director forwards recommendation and primary materials to Campus Provost/VP Student Affairs.	19-Jan			
					Candidate adds Campus Provost as a Course Reviewer in their Canvas Portfolio.  Candidate also <b>unpublishes</b> all modules except modules titled, "Year Three Portfolio".	19-Jan	Dean/Director sends Appeal Panel decision and primary materials to Campus Provost. Dean/Director retains a copy of the decision, and, if applicable, uploads documents to TRC folder in 1Dean in November 2024. Dean/Director notifies TLA director and candidate of decision. Dean/Director uploads appeal documents to 1Dean/Directors folder.	26-Feb

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February 2024 cont'd....		Deadline	March 2024		Deadline	April 2024		Deadline
Year 5	Candidate uploads FLO 1 and all documentation to Canvas Commons. Instructions located in Canvas TLA Resources	28-Feb	Year 2	ILP Review Panel Meetings	1-Mar to 1 Apr	Year 2	Dean sends completed ILP Report to candidate and Campus Provost and uploads it to candidate folder in 1Dean folder no later than this date.	15-Apr
	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 send final list to College President for review and copies TLA Director.	16-Feb		College President sends tenure recommendations to DBOT; notifies Campus Provosts and VP of Student Affairs	1-Mar		Revised FLO submission form, as applicable	29-Apr
	Campus Provost /VP selects the Innovation Award and forwards selection to TLA Director and TLA Coordinator	16-Feb		Campus Provosts notify tenure candidates of tenure recommendation to DBOT	8-Mar			
	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.	23-Feb		TLA team reviews portfolios for program assessment and awards	29-Mar			
Campus Provost selects the Campus Innovation Award and forwards selection to TLA Director and TLA Coordinator	23-Feb	DBOT awards tenure to cohort in this meeting	TBD					

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May 2024		Deadline	June 2024		Deadline	July 2024		Deadline
Year 2	Approved FLO uploaded to candidate file in 1Dean Folder	3-May	Year 5	Tenure celebration from 4:30 - 6:30 pm (TENT.) Awards and medallions are presented here. Celebration at Special Events Center on WC.	6-Jun?	All Years	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 HR.	5-Jul