

Tenure Review Timelines 2023-2024

Note: Dates in **Bold Type** are required deadlines taken from AFA Contract Article 30.
All other dates are recommended timelines to meet the deadlines.

FALL SEMESTER 2023

<p>Week 2 By 8/25/23</p>	<ul style="list-style-type: none"> • The Office of the Dean of Academic Affairs: <ul style="list-style-type: none"> – notifies probationary faculty members via District email of their responsibilities in the tenure review process, attaching all needed forms and the timelines for the year. – notifies tenure review team members of their duties via District email, attaching all needed forms and the timelines for the year. • Supervising administrators retrieve <i>blue file folders</i> from Human Resources Department for Contract II and III probationary faculty.
<p>Week 4 By 9/8/23</p>	<p>Mandatory Deadline:</p> <ul style="list-style-type: none"> • Probationary faculty members submit the following documents (email preferred) to the supervising administrator on the team: Self-Assessment/Duties Assessment, schedule of classes and/or other student contact activities and accompanying course syllabi. • Supervising Administrator reports membership of tenure review team to Dean CESS.
<p>Week 5 By 9/15/23</p>	<p>Tenure review teams meet to discuss the process, team members' responsibilities, deadlines, and scheduling of fall observation visits and student evaluations.</p>
<p>Week 6-16 9/21/23- 12/1/23</p>	<p>Team members conduct student contact activity observations and collect student evaluations.</p>
<p>Week 17 By 12/8/23</p>	<ul style="list-style-type: none"> • Team members conduct student contact activities observations and student evaluations completed. • Supervising administrators prepare summaries of student evaluations. • Each team member completes his/her <i>Team Member Report</i>.
<p>Week 18 By 12/15/23</p>	<ul style="list-style-type: none"> • Individual team members meet with probationary faculty member to review and sign their <i>Team Member Report</i>. • Tenure review team meets, agrees on author and content of <i>Yearly Report</i>.

SPRING SEMESTER 2024

<p>Week 1 By 1/19/24</p>	<ul style="list-style-type: none"> • Probationary faculty member delivers responses, if any, to <i>Team Member Reports</i> to the supervising administrator. • <i>Yearly Report</i> and <i>Minority Yearly Reports</i> are completed. • Tenure review team meets with probationary faculty member to discuss the <i>Yearly Report</i>.
<p>By 1/26/24</p>	<p>Mandatory Deadline: Supervising administrator delivers <i>Yearly Report</i>, <i>Minority Yearly Reports</i> (if any), and file folder containing the current and previous years' complete files to the Dean of Academic Affairs. Probationary faculty member delivers her/his responses, if any, to the <i>Yearly Report</i> to the Dean of Academic Affairs.</p>
<p>By 2/9/24</p>	<p>Dean of Academic Affairs office completes administrative review and routes files for review.</p>
<p>By 2/14/24</p>	<p>VPAA/AS makes a recommendation on tenure to the Superintendent/President.</p>
<p>By 2/23/24</p>	<p>Superintendent/President makes a recommendation on tenure or early tenure to the Board of Trustees</p>
<p>By 3/8/24</p>	<p>Mandatory Deadline: Board of Trustees makes a decision on the recommendations regarding tenure. Within 10 days after the Board meeting, Superintendent/President sends written notification of the Board's decision to the probationary faculty members and to Human Resources.</p>
<p>By 5/10/24</p>	<p>Spring semester, student evaluations, summaries of student evaluations and individual <i>Team Member Reports</i> completed; and sent to HR for inclusion in tenure review file.</p>
<p>By 8/9/24</p>	<p>Summer term, student evaluations, summaries of student evaluations and individual <i>Team Member Reports</i> completed; and sent to HR for inclusion in tenure review file.</p>