

# THE NUTS AND BOLTS OF TENURE



## I. Tenure and Tenure Review

“**Tenure** is a privilege awarded to those faculty who demonstrate qualities consonant with the community college ideal of educational excellence for a diverse population” (Board Policy 3095).

**Tenure review** is the process by which faculty members’ demonstration of such qualities is both cultivated and assessed.

## II. Who Is Involved?

CFM	=	Contract Faculty Member
DTC	=	Division Tenure Committee <ul style="list-style-type: none"><li>• Two faculty members, the first appointed by Division Chair, the second appointed by CFM (after consultation with Division Chair and first member)</li><li>• Usually tenured faculty, but exceptions allowed (CBA 7.14.1.2)</li><li>• Second member may be replaced by CFM in second or third year, but not both; must be reported to VPI (Vice President of Instruction) by October 1<sup>st</sup> (7.14.1.4)</li></ul>
DC	=	Division Chair <ul style="list-style-type: none"><li>• DC is part of the evaluation process, whether or not the DC is a member of the DTC</li></ul>
Manager	=	Determined by the district (7.8.3)
ITRC	=	Institutional Tenure Review Committee <ul style="list-style-type: none"><li>• Three tenured faculty from different divisions, two management employees</li><li>• Evaluating body: considers each element of evaluation and issues an overall evaluation, in the form of a recommendation to the district regarding second contract, third contract, and tenure (7.14.2; 7.19-20)</li><li>• ITRC’s evaluation is based entirely on review of documentation provided by CFM, DTC, and manager</li><li>• ITRC has contractual obligation to address problems (7.19-20)</li></ul>
JTRC	=	Joint Tenure Review Committee (= ITRC + DTC) <ul style="list-style-type: none"><li>• Dispute resolution forum when ITRC and DTC are not in agreement</li><li>• Decisions of JTRC determined by majority vote</li></ul>

### III. Basic Components

(A) **Peer Evaluation** (7.4-6)

- Pre-evaluation conference
- Observations:
  - For teaching faculty: Each member of DTC will visit a different course (whether in a classroom/lab or DE/Hybrid mode) for at least 50 minutes (if only one course is being taught, then different sections visited). For asynchronous DE/Hybrid courses, the duration of the evaluation period will be agreed upon in the pre-evaluation meeting and will include a review of content comparable to that of one 50-minute classroom/lab visit. Faculty teaching more than one DE/Hybrid course must have at least one of their online courses evaluated as part of every evaluation cycle.
  - For non-teaching faculty: two observations of service (time/place/manner of observation to be determined)
- Post-evaluation conference

(B) **Student Evaluations** (7.6)

- Must **NOT** be administered *during* the 50-minute observation. (7.6.1)
- For DE/Hybrid courses, the date of the release of the student-evaluation survey link will be agreed upon between the Instructor being evaluated and the evaluators and will be available for two weeks. (7.6.1)
- Student evaluations for DE/Hybrid courses will be made available to students via an anonymous online survey link administered by the Assistant Superintendent/Vice President Academic Affairs's Office. (7.6)

(C) **Management Evaluation** (7.8-7.11)

- Pre-evaluation conference
- Observation
- Post-evaluation conference

(D) **Self-Evaluation** (form available on [Human Resources home page](#))

(E) **Electronic Self-Maintained File**

Self-maintained files (SMFs) should be presented using the Canvas Template provided by ITRC (see document on electronic submission of SMFs). SMFs should include all evaluation documents listed above. Additionally, ITRC *recommends* the following:

**For Teaching Faculty:**

1. Current resume/CV
2. Course syllabi

3. Instructional materials (e.g., sample lectures/handouts/assignment instructions)
4. Scanned copies of graded student work
5. Student evaluations from previous semesters at Cuesta College (required in years three and four; see 7.19)
6. As applicable:
  - Evidence of professional development
  - Evidence of service to the college
  - Evidence of service to the community

**For Counselors and Other Service Faculty:**

1. Current resume/CV
2. Evidence of completed work, materials and documents that have been produced
3. Examples of presentations, orientations, workshops that have been conducted
4. Events, activities and/or projects that have been planned, conducted
5. Participation on committees (e.g., meeting minutes)
6. Evidence of outreach and/or intervention including process, timeline, procedures, materials
7. Email chains that show breadth and depth of interdepartmental, campus-wide, state-wide involvement
8. Examples of communications with students
9. Examples of preparation for student appointments: transcript evaluations, CSUGE, IGETC, AA/AS GE, AA Major, substitution/waiver forms, UCTAG evaluations, CSU application review
10. Evidence of professional development, e.g., trainings conducted or attended. Include materials, handouts, PowerPoint slides
11. Evidence of service to the campus and community

(F) **Problems**

- Have previously noted problems from a Needs Improvement been addressed/resolved?
- Have any new problems arisen?

## IV. Schedule Overview

Year/Contract	Fall Semester	Spring Semester
<p>Year One (First Contract)</p>	<p>A. Peer Evaluation            B. Student Evaluations            C. Management Evaluation            D. Self-Evaluation            E. Self-Maintained File            F. Problems</p> <p style="text-align: center;">⏟</p> <p>DTC/ITRC recommendation regarding second contract.</p>	<p>B. Student Evaluations</p>
<p>Year Two (Second Contract)</p>	<p>A. Peer Evaluation            B. Student Evaluations            C. Management Evaluation            D. Self-Evaluation            E. Self-Maintained File            F. Problems</p> <p style="text-align: center;">⏟</p> <p>DTC/ITRC recommendation regarding third contract.</p>	<p>B. Student Evaluations</p>
<p>Year Three (Third Contract)</p>	<p>A. Peer Evaluation            B. Student Evaluations            C. Management Evaluation            D. Self-Evaluation            E. Self-Maintained File            F. Problems</p>	<p>B. Student Evaluations</p>
<p>Year Four (Third Contract)</p>	<p>A. Peer Evaluation            B. Student Evaluations            C. Management Evaluation            D. Self-Evaluation            E. Self-Maintained File            F. Problems</p> <p style="text-align: center;">⏟</p> <p>DTC/ITRC recommendation regarding tenure.</p>	

## V. Fall Semester Deadlines (7.15)

By end of:	Objective:
<b>4<sup>th</sup> week</b> (by 9/9/22)	DTC members selected and reported to Manager
<b>6<sup>th</sup> week</b> (by 9/23/22)	Pre-evaluation conferences with DTC and Manager; selection of class sections, service areas, or service functions to be evaluated (7.16.1.2) <ul style="list-style-type: none"> <li>➤ F2F, full-term sections should be identified by end of week 6</li> <li>➤ First-half of term sections should be identified by end of week 6</li> </ul>
<b>10<sup>th</sup> week</b> (by 10/21/22)	Self-evaluation and self-maintained file submitted to DTC ( <i>Ideally</i> ); required <b>at least one week prior to post-evaluation conference</b>  Classroom observations and student evaluations completed  Online sections and second-half of term sections Classroom observations and student evaluations completed by end of <b>week 11</b>
<b>12<sup>th</sup> week</b> ( <i>Ideally</i> by 11/04/22)	Preliminary DTC report and student evaluations submitted to DC  Student evaluation data turned into reports and returned to CFM and DTC
<b>14<sup>th</sup> week</b> (by 11/18/22)	Post-evaluation conference with DTC; preliminary DTC report (including DC section) submitted to CFM and to Manager <ul style="list-style-type: none"> <li>➤ CFM has 2 calendar weeks (10 business days) following submission of preliminary DTC report to respond to the DTC chair (requesting additions, deletions, or both)</li> <li>➤ DTC may incorporate CFM's requests in final DTC report</li> <li>➤ CFM may submit written response directly to ITRC (via the office of the Vice President of Instruction)</li> </ul>
<b>16<sup>th</sup> week</b> (by 12/02/22)	CFM response to preliminary DTC report due (if any);  DC approves changes to preliminary DTC report (if any)
<b>17<sup>th</sup> week</b> (by 12/09/22)	Post-evaluation conference with manager;  Final DTC report and recommendation submitted to the ITRC (via the office of the Vice President of Instruction)
<b>18<sup>th</sup> week</b> (by 12/16/22)	ITRC makes recommendation to President/Superintendent for presentation to Board of Trustees ( <i>ideally</i> ; see 7.15.5)

☺ **HAVE A GREAT YEAR!** ☺