

### **D.2.5.5 (Procedure) Faculty Tenure Process**

Responsible Department: Vice Chancellor for Academic Success

Based on Board Policy: [D.2.5](#) – Hiring Authority, Status, Assignments and Duties

Approved: 6-1-12

Last Amended: 6-24-2021

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#### **Overview**

The following procedure is intended to provide a definite structure for the tenure review process and to assist tenure-track (probationary) faculty members in developing characteristics requisite to tenured status.

#### **Evaluation of Professional Performance**

The teaching performance or other professional performance of tenure track (probationary) faculty members shall be evaluated in accordance with the provisions of Policy [D.7.1](#) and Procedure [D.7.1.2](#) and evaluation guidelines set forth in this procedure. For faculty members who seek tenure status, the evaluation process shall include evaluation by the department Chairperson or Supervisor, student evaluation, peer evaluation, and self-evaluation.

Evaluations missing for reasons beyond a faculty member's control will be noted without prejudice to the tenure application.

#### **Procedure**

Set forth below is the schedule for performance evaluation of tenure track (probationary) faculty members and for appropriate notification regarding the renewal or non-renewal of appointment. Renewal of probationary assignments and approval of tenure are contingent on procedure [D.2.5.1](#). Faculty in non-tenure track or full-time temporary appointments are not eligible for the tenure process but are responsible for the evaluation requirements.

Faculty hired mid-year in a tenure track (probationary) position shall complete all Year 1 requirements except for fall student evaluations. The Classroom Observation by Chair will be conducted in the spring semester. The mid-year hire will follow the schedule outlined below with the Fall following hiring as Year I.

#### **Year I-5**

1. Probationary appointments shall be given to all faculty members in years 1-5.
2. Faculty member will complete all evaluation requirements as outlined in [D.7.1.2](#).
3. Following a personal interview and review of the Faculty Evaluation by Chair/Supervisor, the Chairperson/Supervisor shall indicate if the faculty member is making satisfactory progress toward tenure. Measures needed to enhance progress toward tenure will be defined in the Faculty Evaluation by Chair/Supervisor.
4. The Dean, Vice President, and President will annually review and contribute in the evaluation of all faculty and will determine those to be reviewed and recommended for non-renewal to the Chancellor by February 1.
5. The faculty member must be notified, in writing, by March 31 if non-renewal of appointment will be made for the following year.

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#### **Year VI**

1. Faculty member will complete all evaluation requirements as outlined in [D.7.1.2](#).
2. Faculty member will follow the tenure process as described in this procedure.
3. Faculty member may not apply for promotion in the same year as applying for tenure.

#### **Responsibilities of the Department Tenure Committee**

1. By September 15 of each year, a Tenure Committee(s) shall be selected by faculty and approved by the Dean/Vice President/President. A department Chairperson/Supervisor should not be a member of a committee. At least one member of each committee must be a tenured faculty member. The membership may (if desired) be the same as for the Promotion Committee(s).
2. Small departments may recruit committee members from the full-time faculty of other departments or another college, as mutually agreed upon by the department faculty and Chairperson.
3. Following receipt (by January 10) of the tenure portfolio from the department Chairperson/Supervisor, the Tenure Committee will review each eligible faculty member's qualifications and will forward recommendations to the department Chairperson/Supervisor by January 25.

#### **Responsibilities of Faculty Members**

1. By November 1, each faculty member eligible for tenure considerations shall submit to the department Chairperson/Supervisor a tenure portfolio containing the following as described in Employee Evaluation Procedure ([D.7.1.2](#)):
  - a) Performance evaluations by Chairperson/Supervisor, student evaluations summaries and peer review summaries.
  - b) Faculty Self-Evaluations
  - c) An up-to-date resume or CV
  - d) Material that documents the faculty member's performance in the area of teaching, service and professional growth.
2. The faculty member is responsible for following all requirements and meeting all deadlines in the tenure process.
  - a) The forms provided in [D.7.1.2](#) for all evaluations will be used for the submission of tenure materials.

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- b) Beginning academic year 2012-2013, all dossiers will be submitted in a self-contained electronic format (e.g. CD, flashdrive, etc) (and not a reference to a website). Guidelines will be established for the electronic dossier.

#### **Responsibilities of the Department Chairperson/Supervisor**

1. The department Chairpersons/Supervisors shall review each application and tenure portfolio to ensure that the materials and documentation have been included as required. Deficiencies are to be brought to the faculty member's attention by November 20 and should be corrected within ten working days. Incomplete applications will be removed from consideration after the ten working days and the Chairperson/Supervisor will provide written notification to the faculty member by December 10.
2. All completed applications should be submitted to the Department Tenure Committee by January 10.
3. Following review of the tenure portfolio and recommendation by the Department Tenure committee, the Chairperson/Supervisor shall add a recommendation to each tenure portfolio and shall forward the portfolio to the Dean, or next level of supervision by February 5. By the same date, the Chairperson/Supervisor shall notify each candidate, in writing, as to the recommendation being forwarded.

#### **Responsibilities of the Dean**

Following review of the portfolios and the recommendations from the Department Chairperson/Supervisor, the Dean shall add a recommendation to each portfolio and forward the tenure files to the Vice President by February 16. By the same date, the Dean shall notify each candidate, in writing, as to the recommendation being forwarded.

#### **Responsibilities of the Vice President**

Following review of the portfolios and the recommendations from the Deans, or from the Chairperson/Supervisor where no Dean was involved, the Vice President shall add a recommendation and forward the tenure files to the President by March 1. By the same date, the Vice President shall notify each candidate, in writing, as to the recommendation being forwarded.

#### **Presidential Review and Board Action**

1. Normally the Board acts on tenure recommendations at its May meeting. Consistent with that agenda, the President shall submit the recommendations to the Chancellor by March 15. The President shall notify each candidate, in writing, as to the recommendation being submitted to the Chancellor and the Board. The President shall notify each candidate of his/her tenure status, in writing, within 10 days of the Board's action.

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2. Faculty members approved for tenure by the Board receive tenure with their contract for the next academic year. Faculty hired in mid-year will receive tenure in the spring semester of year VII.

#### **Returning Faculty with Prior College District Tenure**

Tenured College District Faculty who voluntarily resign and are subsequently re-hired by the College District are eligible to apply for renewal of tenure status. The Department Tenure Committee shall review the application and make a recommendation regarding renewal of tenure. The recommendation will be forwarded through the appropriate dean, Vice President, President, and Chancellor for approval.