

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

Week 2 By 8/25/23	<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.
Week 4 By 9/8/23	Mandatory Deadline: <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.
Week 5 By 9/15/23	Tenure review teams meet to discuss the process, team members' responsibilities, deadlines, and scheduling of fall observation visits and student evaluations.
Week 6-16 9/21/23-12/1/23	Team members conduct student contact activity observations and collect student evaluations.
Week 17 By 12/8/23	<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>.
Week 18 By 12/15/23	<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

Week 1 By 1/19/24	<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>.
By 1/26/24	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.
By 2/9/24	Dean of Academic Affairs office completes administrative review and routes files for review.
By 2/14/24	VPAA/AS makes a recommendation on tenure to the Superintendent/President.
By 2/23/24	Superintendent/President makes a recommendation on tenure or early tenure to the Board of Trustees
By 3/8/24	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.
By 5/10/24	Spring semester, student evaluations, summaries of student evaluations and individual Team Member Reports completed; and sent to HR for inclusion in tenure review file.
By 8/9/24	Summer term, student evaluations, summaries of student evaluations and individual Team Member Reports completed; and sent to HR for inclusion in tenure review file.