

## Tenure Review Timelines 2024-2025

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 2024

<p><b>Week 2</b> By 8/30/24</p>	<ul style="list-style-type: none"> <li>• The Office of the Dean of Academic Affairs:               <ul style="list-style-type: none"> <li>– 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.</li> <li>– notifies tenure review team members of their duties via District email, attaching all needed forms and the timelines for the year.</li> </ul> </li> <li>• Supervising administrators retrieve <i>blue file folders</i> from Human Resources Department for probationary faculty.</li> </ul>
<p><b>Week 4</b> <b>By 9/13/24</b></p>	<p><b>Mandatory Deadline:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Supervising Administrator reports</b> membership of tenure review team to Dean CESS.</li> </ul>
<p><b>Week 5</b> By 9/20/24</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><b>Week 6-16</b> 9/26/24- 12/6/24</p>	<p>Team members conduct student contact activity observations and collect student evaluations.</p>
<p><b>Week 17</b> By 12/13/24</p>	<ul style="list-style-type: none"> <li>• Team members conduct student contact activities observations and student evaluations completed.</li> <li>• Supervising administrators prepare summaries of student evaluations.</li> <li>• Each team member completes his/her <i>Team Member Report</i>.</li> </ul>
<p><b>Week 18</b> By 12/20/24</p>	<ul style="list-style-type: none"> <li>• Individual team members meet with probationary faculty member to review and sign their <i>Team Member Report</i>.</li> <li>• Tenure review team meets, agrees on author and content of <i>Yearly Report</i>.</li> </ul>

### SPRING SEMESTER 2025

<p><b>Week 1</b> By 1/17/25</p>	<ul style="list-style-type: none"> <li>• Probationary faculty member delivers responses, if any, to <i>Team Member Reports</i> to the supervising administrator.</li> <li>• <i>Yearly Report</i> and <i>Minority Yearly Reports</i> are completed.</li> <li>• Tenure review team meets with probationary faculty member to discuss the <i>Yearly Report</i>.</li> </ul>
<p><b>By 1/31/25</b></p>	<p><b>Mandatory Deadline:</b> 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 2/10/25</p>	<p>Dean of Academic Affairs office completes administrative review and routes files for review.</p>
<p>By 2/18/25</p>	<p>VPAA/AS makes a recommendation on tenure to the Superintendent/President.</p>
<p>By 2/24/25</p>	<p>Superintendent/President makes a recommendation on tenure or early tenure to the Board of Trustees</p>
<p><b>By 3/10/25</b></p>	<p><b>Mandatory Deadline:</b> Board of Trustees decides 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 5/9/25</p>	<p>Spring semester, student evaluations, summaries of student evaluations and individual Team Member Reports completed; and sent to HR for inclusion in tenure review file.</p>
<p>By 8/11/25</p>	<p>Summer term, student evaluations, summaries of student evaluations and individual Team Member Reports completed; and sent to HR for inclusion in tenure review file.</p>