

UNIT A: Tenure Review

(CHECK ONE)

YEAR 1

YEAR 2

YEARLY REPORT

YEAR 3

YEAR 4

PROBATIONARY FACULTY: _____

DEPT: _____

The *Yearly Report* shall summarize the team's evaluation of the probationary faculty member's performance for the prior year. In all but Contract III - Year 3, the *Yearly Report* will include a recommendation with regard to further employment. All conclusions must be based on, and reflect, a careful review of the complete tenure review portfolio, including: prior years' documentation; current year self-Assessment; *Team Member Reports*; and student evaluations. The documentation accompanying the *Yearly Report* must give reasonable and sufficient evidence to support the further employment recommendation.

Number of additional sheets attached to this report: _____

Is this a *Minority Yearly Report*? (Check one) Yes No• **SUMMARY EVALUATION CONCLUSION:** [Choose **one** in each category below]• **STUDENT CONTACT**

- ☐ **Excellent** Exceeds most performance criteria and standards
- ☐ **Good** Exceeds many performance criteria and standards
- ☐ **Satisfactory** Meets most performance criteria and standards
- ☐ **Improvement Needed** Specific areas need attention and are identified in the Summary Description
- ☐ **Unsatisfactory** Fails to meet performance criteria and standards in many areas

• **COLLEGE SERVICE**

- ☐ **Excellent** Exceeds most performance criteria and standards
- ☐ **Good** Exceeds many performance criteria and standards
- ☐ **Satisfactory** Meets most performance criteria and standards
- ☐ **Improvement Needed** Specific areas need attention and are identified in the Summary Description
- ☐ **Unsatisfactory** Fails to meet performance criteria and standards in many areas

• **PROFESSIONAL SERVICE AND DEVELOPMENT**

- ☐ **Excellent** Exceeds most performance criteria and standards
- ☐ **Good** Exceeds many performance criteria and standards
- ☐ **Satisfactory** Meets most performance criteria and standards
- ☐ **Improvement Needed** Specific areas need attention and are identified in the Summary Description
- ☐ **Unsatisfactory** Fails to meet performance criteria and standards in many areas

• **SUMMARY DESCRIPTION:** [ATTACHMENT REQUIRED, respond to each category below.]

1. Comment on the probationary faculty member's performance in the areas of student contact, college service, and professional service and development during the prior year. Descriptions should be specific, reflect the content of self-assessment, *Team Member Reports* and student evaluations, and support the conclusions recorded above.
2. Identify areas for development and/or recommendations for continued growth.
3. Specify requirements for those areas of development needed prior to granting tenure, if any, and establish timelines for meeting those requirements. State if additional student contact observations or student evaluations are required this year.

• **FURTHER EMPLOYMENT RECOMMENDATION:** Select **ONE** of the options below.

- ☐ **Offer next Contract** [Option for Year 1 to 2, and Year 2 to 3]
- ☐ **This is Contract III, Year 3** and no further employment recommendation is necessary.
- ☐ **Do not re-employ**
- ☐ **Grant tenure** [Except at the end of Year 4, additional documentation is needed]

Supv'g. Admin's signature: _____ Print: _____ Date: _____

Department chair's signature: _____ Print: _____ Date: _____

Discipline peer's signature: _____ Print: _____ Date: _____

In signing the *Yearly Report*, the probationary faculty member acknowledges having seen and discussed the complete report. The signature does not necessarily indicate agreement with the conclusions of the report. The probationary faculty member may submit to the supervising administrator a written response to this report within ten (10) working days from the date of this report. A copy of the response will become part of the tenure review portfolio. (Section 87031, California Education Code.)

Probationary faculty member's signature: _____

Date: _____

PROBATIONARY FACULTY: _____ DEPT: _____

Team Summary

1. Comment on the probationary faculty member's performance in the areas of student contact, college service, and professional service and development during the prior year. Descriptions should be specific, reflect the content of self-assessment, *Team Member Reports* and student evaluations, and support the conclusions recorded above.
 2. Identify areas for development and/or recommendations for continued growth.
 3. Specify requirements for those areas of development needed prior to granting tenure, if any, and establish timelines for meeting those requirements. State if additional student contact observations or student evaluations are required this year.
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