

## Tenure Review Timelines 2021-2022

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 2021

<b>Week 2</b> By 8/27/21	<ul style="list-style-type: none"> <li>The Office of the Dean of Curriculum and Educational Support Services: <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 Contract II and III probationary faculty.</li> </ul>
<b>Week 4</b> <b>By 9/10/21</b>	<p><b>Mandatory Deadline:</b></p> <ul style="list-style-type: none"> <li>Probationary faculty member submits 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>
<b>Week 5</b> By 9/17/21	Tenure review teams meet to discuss the process, team members' responsibilities, deadlines, and scheduling of fall observation visits and student evaluations.
<b>Week 6-16</b> 9/24/21-12/3/21	Team members conduct student contact activity observations and collect student evaluations.
<b>Week 17</b> By 12/10/21	<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>
<b>Week 18</b> By 12/17/21	<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 2022

<b>Week 1</b> By 1/21/22	<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>
<b>By 1/28/22</b>	<p><b>Mandatory Deadline:</b></p> <p>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 Curriculum and Educational Support Services.</p> <p>Probationary faculty member delivers her/his responses, if any, to the <i>Yearly Report</i> to the Dean of Curriculum and Educational Support Services.</p>
By 2/11/22	Dean CESS office completes administrative review and routes files for review.
By 2/18/22	VPAA/AS makes a recommendation on tenure to the Superintendent/President.
By 2/25/22	Superintendent/President makes a recommendation on tenure or early tenure to the Board of Trustees
<b>By 3/11/22</b>	<b>Mandatory Deadline:</b> 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 5/13/22	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 8/12/22	Summer term, student evaluations, summaries of student evaluations and individual Team Member Reports completed; and sent to HR for inclusion in tenure review file.