

**ARTICLE 42—TENURE REVIEW**  
**SUGGESTED EVALUATION PLAN TIME TABLE AND WORKSHEET**

Name of Evaluatee:	Employee Number:
Evaluation Process Start Date:	Tenured Faculty Member:
Department:	Evaluation Committee Chair:

STEP	FALL TERM WEEK	START DATE	ACTION	TASK & RESPONSIBLE PARTY
1	<b>1</b>	First day of semester	New Probationary Contract Employee begins first full year of full time work (see Art. 42.C.1).	College selection process completed.
2	<b>4</b>		<p>Within 20 working days of start date (Art. 42.B.2) VP appoints tenure review committee.</p> <p><b>Committee Composition:</b></p> <ul style="list-style-type: none"> <li>■ Department chair (tenured)-voting</li> <li>■ Department designee (tenured)-voting</li> <li>■ Contract faculty member's designee (tenured)-voting</li> <li>■ Academic senate designee (tenured)-non-voting</li> <li>■ VP Designee non-voting</li> </ul>	<p><b>President Appoints Committee:</b></p> <p><b>Department Chair:</b> (Voting)_____</p> <p><b>Department Designee:</b> (Voting)_____</p> <p><b>Evaluee Designee:</b> (Voting)_____</p> <p><b>Academic Senate Designee (tenured):</b> (Non-voting)_____</p> <p><b>Administrative Designee:</b> (Non-voting)_____</p>

**ARTICLE 42—TENURE REVIEW (CONTINUED)**

<b>STEP</b>	<b>FALL TERM WEEK</b>	<b>START DATE</b>	<b>ACTION</b>	<b>TASK &amp; RESPONSIBLE PARTY</b>
4	<b>6</b>		Committee meets with contract faculty member to review process as outlined in step 3.	Meeting with Evaluee to review plan:  Date: _____  Signed: _____ <small>(Evaluee)</small> Signed: _____ <small>(Committee chair)</small>
5	<b>6</b>		Committee sends plan, reviewed by contract faculty member, to Vice President.	Plan sent by committee chair to Vice President:  Date: _____
6	<b>7</b>		After Vice President approves plan and returns it to the committee, the evaluation continues.	Approved by Vice President:  Date: _____  Signed: _____
7	<b>8</b>		Data gathering commences.	Committee completes data gathering:  Date: _____
8	<b>11</b>		Committee compiles all data and completes summary then shares it with the contract faculty member in a final evaluation committee meeting. The faculty member has 10 days to comment before all is forwarded to the vice president.	Committee shares summary with Evaluee:  Date: _____  Evaluee signs review: Date: (10 days max.) _____
9	<b>14</b>		Vice President signs off and completes evaluation. Comments and changes, if any, addressed by the committee. Portfolio with all data established to be carried through all 4 prob. years.	Vice President Approval: _____  Date: _____

**ARTICLE 42—TENURE REVIEW (CONTINUED)**

STEP	FALL TERM WEEK	START DATE	ACTION	TASK & RESPONSIBLE PARTY
10	<b>15</b>		Completed evaluation forwarded to the contract faculty member who may elect to add a written statement within 10 days.	Final Evaluation sent to Evaluatee:  Date: _____
11	<b>16</b>		Process is complete and recommendation is made as to status of next probationary contract.	Contract Offered: Year ___2 ___3-4 ___tenure  Contract Not offered: Year ___2 ___3-4 ___tenure
	<b>Winter/ Spring</b>	Feb. 1	If Administrative Evaluation is needed it should commence no later than the 3 <sup>rd</sup> week of the following semester, pending outcome of the process, be presented to Board of Trustees prior to March 15.	Further action:
12	<b>Spring</b>	Mar. 15	Board of Trustees action on faculty contract status for next year.	BOT action: