

Article 30: Tenure Review

30.01 PROFESSIONALISM IN THE TENURE REVIEW PROCESS

- A. **Tenure:** The Sonoma County Junior College District recognizes that tenure, by protecting academic freedom, constitutes a basic tenet of professionalism in higher education. The decision to grant tenure is an affirmative act, based on fair, reasonable, and professional evaluation of a probationary faculty member. Tenure review is organized on a departmental basis and conducted by the tenure review team appointed for each probationary faculty member.
- B. **Responsibility:** Faculty and District administration share the responsibility for tenure review. The tenure review teams and the District administration reach conclusions regarding renewal of contracts and the granting of tenure, and also address and affirm the need "to recognize and acknowledge good performance, and to enhance satisfactory performance; help employees who are performing satisfactorily further their growth, to identify weak performance and assist employees in achieving needed improvement, and to document unsatisfactory performance." ([AB 1725 section 4\[v\]\[4\]](#).)
- C. **Ethical and Professional Behavior:** Tenure review is a serious process demanding the highest ethical and professional behavior by all participants.
1. **Confidentiality:** To protect the rights of the probationary faculty member and all other participants, all aspects of tenure review are to be kept in the strictest confidence except when shared with legal counsel. The tenure review team will maintain confidentiality unless:
 - a. The probationary faculty member shares portfolio documents or discusses otherwise confidential aspects of the process with someone outside the tenure review process; or
 - b. Comments of participants, or the tenure review documents, are required in response to the demands of legal procedures.
 2. **Objectivity:** The tenure review team will maintain objectivity during the process. If any participant in the tenure review process believes lack of objectivity is influencing the proceedings, he/she should refer the matter to one of the following:
 - a. The District Compliance Officer for matters related to protected groups. (See [District Policy 2.7, Discrimination and Complaint](#).)
 - b. The Academic Senate Ethics and Professional Relations Committee for matters related to professional and ethical behavior of faculty on the team.
 - c. The next level of administration for matters related to professional and ethical behavior of the supervising administrator on the team.
 - d. The All Faculty Association (AFA) Conciliation/Grievance Officer for any concern or question the probationary faculty member might have about objectivity of the process.
 - e. When any issue related to tenure has been brought to the attention of the AFA, Academic Senate, or a District management member, that person will report that issue and any related information to the two co-chairs of the District Tenure Review and Evaluations Committee (DTREC), thereby enabling the co-chairs of DTREC to be informed of potential issues at the earliest possible date.

- 30.01 C. 3. Contract Violation:** If any faculty member involved in the process believes that provisions of the Contract are being violated by activities undertaken during the tenure review process, he/she should contact the AFA Conciliation/Grievance Officer. Any administrator who perceives a contract violation should contact the appropriate vice president.

30.02 FOUR-YEAR PROCESS

- A. **Contracts:** The tenure review period typically covers four (4) academic years, starting in August of the first year. Three (3) separate contracts cover the regular workload of the probationary faculty member during the four (4) academic years and hourly assignments undertaken during those four (4) years are also included in the tenure review period.
1. **Contract I** covers Year 1 of employment; it is referred to as: Contract I - Year 1. This is normally one (1) full academic year beginning with the fall semester. For "late hires," the first year includes any fractional academic year. (See paragraph 30.02.B and section 30.14.)
 2. **Contract II** covers Year 2 of employment; it is referred to as: Contract II - Year 2.
 3. **Contract III** covers Years 3 and 4 of employment; it is referred to as: Contract III - Year 3, and Contract III - Year 4.
 4. **Hourly Assignments** undertaken during the tenure review period. Probationary faculty may perform hourly assignments as outlined in [Article 16: Hourly Assignments](#), paragraph 16.04.C.2.
- B. **Late Hire:** In the case of a faculty member hired to start after the forty-fourth (44th) day of the regular fall semester, or one who is unable to complete at least 75 percent of an annual assignment during the academic year, the tenure review process will include only observation reports, student evaluations, summaries of student evaluations, and team member suggestions and recommendations during the partial academic year. This fractional academic year will be treated as a part of Contract I. The usual tenure review process will resume with the start of the upcoming full academic year and will include observation reports, student evaluations, summaries of student evaluations, and team member suggestions and recommendations from the fractional year. (See section 30.14.)

30.03 COMPREHENSIVE PROCESS

- A. **Comprehensive Process**
1. **Involvement:** Tenure review is a comprehensive process that requires the involvement of students, faculty, and administrators on all aspects of a probationary faculty member's performance during the four-year tenure review period.
 2. **Classified Staff Participation in Tenure Review Process:** Classified staff participation in assessing probationary faculty student contact job performance, when deemed appropriate by the tenure review team, will be accomplished via confidential response to a set of questions submitted to DTREC for review and approval prior to their use.

30.03 B. Three Areas of Job Performance Evaluation: As with all faculty evaluations in the Sonoma County Junior College District, the evaluation of probationary faculty members aims at ensuring the highest quality of teaching and professionalism by providing a comprehensive and meaningful assessment of a faculty member's performance in all three aspects of a faculty member's job. (See [Article 17: Job Descriptions](#), section 17.01: Faculty Duties: Regular, Probationary, and Temporary Faculty.) These areas include:

1. **Student Contact:** both instructional and allied assignments — through observations, written student evaluations, and other student concerns or complaints brought to the attention of, and verified by, the department chair or supervising administrator.
 2. **College Service:** both department and District activities — through the probationary faculty member's *Self-Assessment/Duties Assessment* and discussion with the probationary faculty member and his/her colleagues.
 3. **Professional Service and Development:** service in community, state, and national faculty and/or professional organizations, as well as maintenance of discipline and technological currency — through the probationary faculty member's *Self-Assessment/Duties Assessment* and discussion with the probationary faculty member and his/her colleagues.
- C. **College Service Plan:** Beginning in Fall of 2009, each probationary faculty member, in consultation with the tenure review team, will develop a plan to address his/her obligation for College service. Depending on individual experience, interests, and department and District needs, the probationary faculty member and the tenure review team will have the flexibility to design a college service plan that serves the needs of the individual and the District. The tenure review team will review and revise this plan annually to accommodate the probationary faculty member's schedule.

Whenever possible, the college service plan will include the following:

1. In Year 1, the probationary faculty member will attend new faculty trainings offered through Staff Development and serve on at least one department committee or perform another significant department activity.
2. In Year 2, the probationary faculty member will attend the Basic Skills Initiative (BSI) Institute, revise one course, and follow the course through the curriculum approval process.
3. In Year 3, the probationary faculty member will attend 15 to 20 hours of meetings or serve as an appointed member of a District-wide committee or council (for example, the Academic Senate, the All Faculty Association, the Institutional Planning Council, the Budget Advisory Committee, the Curriculum Review Committee, the Petaluma Faculty Forum, the Sonoma County Junior College District Board of Trustees, or others outlined in the written plan). The purpose of these visits is to prepare the probationary faculty member for the greater responsibility of serving on a committee or council in Year 4.
4. In Year 4, the probationary faculty member will serve on a District-wide committee or council either as an ad hoc member or a voting member if appointed by the Academic Senate or the All Faculty Association.

- 30.03** C. 5. Service on any hiring committee, whether for regular or adjunct faculty, will occur only upon the request of the department chair, recommendation of the supervising administrator, and approval of the Vice President of Academic Affairs/Assistant Superintendent (VPAA/AS). A probationary faculty member may, without prejudice, accept or decline this request to serve on a hiring committee.

30.04 TENURE REVIEW TEAM COMPOSITION: The composition of the tenure review team is the same for each year of the tenure review process, except under the circumstances described in paragraphs 30.04.B.1 – 3. No later than the end of the fourth week of the fall semester of each year, the supervising administrator for each tenure review team will report team membership to Academic Affairs.

A. **Team Members:** Team members include:

1. **Department Chair**

- a. The current department chair in office during each year of the tenure review process. A nontenured department chair may not serve in this capacity.
- b. For programs without an elected department chair, the supervising administrator or his/her faculty designee will act as department chair.

2. **Discipline Peer:** One of the following:

- a. A regular faculty member in the same or a related discipline within the department, selected by the department chair in consultation with the supervising administrator.
- b. A regular faculty member from a different department, but in a related discipline, with approval of both departments and the probationary faculty member.

3. **Supervising Administrator:** One of the following:

- a. For probationary instructional faculty at the Santa Rosa campus, the Public Safety Training Center, or the Shone Farm Center: the supervising administrator for that cluster.
- b. For probationary instructional faculty (only) assigned to the Petaluma campus: the Petaluma campus dean for that discipline.
- c. For probationary allied faculty in the Counseling and Disability Resources Departments: the site-specific Student Services supervising administrator in consultation with the Dean of Counseling and Support Services.
- d. For probationary allied faculty in the Learning Resources and Educational Technology Department (all locations): the Dean of Learning Resources and Educational Technology.

B. **Changing the Team Members**

1. **Department Chair:** When another person is elected as department chair, or a different supervising administrator is assigned to a department where there is no elected department chair, the membership of the tenure review team will reflect that change.
2. **Discipline Peer:** If any faculty team member is not able to complete the full process due to absence or removal from the team, the department chair in consultation with the supervising administrator on the team will appoint a replacement following standard department procedures.

- 30.04** B. 3. **Supervising Administrator:** When a different person becomes the supervising administrator, the membership of the tenure review team will reflect that change. If the supervising administrator is not able to complete the full process due to absence or removal from the team, the VPAA/AS will appoint a replacement to take his/her place.

C. Special Situations

1. **Assignment in More than One Department:** In the event that a probationary faculty member is hired to perform assignments in more than one department, each of these departments may appoint one (1) faculty member to the tenure review team — either the department chair or the discipline peer. These departments will agree which is appointing the department chair and which the discipline peer, and make their appointment by the end of the fourth week of the initial semester of employment. In the event that the departments are unable to reach agreement on their own, the supervising administrator will supervise a selection by lot to determine which department makes which appointment.
2. **Assignment in More than One Cluster:** In the event that a probationary faculty member is hired to perform an assignment in more than one (1) cluster, the VPAA/AS will determine who will serve as the supervising administrator for purposes of tenure review by the end of the fourth week of the initial semester of employment.
3. **Assignment in More than One Component:** In the event that a probationary faculty member is hired to perform an assignment in more than one (1) component area, the component vice presidents will determine who will serve as the supervising administrator for purposes of tenure review by the end of the fourth week of the initial semester of employment.
4. **Team Member Performance:** If, in the opinion of any team member, another team member is not performing the job required of a tenure review team member, or not performing in a manner reflecting the highest professional and ethical standards, the concern should be brought to the attention of DTREC and other appropriate individuals. (See paragraphs 30.01.C.2 and 30.12.B.)

30.05 SUMMARY OF DUE DATES AND TIMELINE: The recommended due dates related to items 30.05.A.2, 3, 4, 6, 7, 8, and 10 through 14 below are intended to provide an orderly sequence for the timely and thoughtful preparation of required documents, reports, and recommendations, in order to comply with the required due dates related to items 30.05.A.5 and A.9. Nonperformance of required duties by a probationary faculty member may result in a recommendation of "Do not reemploy." Nonperformance of required duties by a department chair or discipline peer may result in a less-than-satisfactory conclusion in the faculty member's subsequent evaluation.

A. Faculty Hired to Start at the Beginning of the Fall Semester

1. **End of the Fourth Week of Fall Semester (Required)**
 - a. *Self-Assessment/Duties Assessment* due to the supervising administrator on the team.
 - b. Class schedule and syllabi due to the supervising administrator on the team.
 - c. Other forms of student contact due to the supervising administrator on the team.
 - d. Supervising administrator reports membership of the tenure review team to the Dean of Curriculum and Educational Support Services.

- 30.05 A. 2. Last Day of Fall Semester Classes (Before Final Exam Period) (Recommended)**
- a. Observation reports and student evaluations completed.
 - b. Summaries of student evaluations completed.
 - c. *Team Member Reports* completed.
- 3. Last Day of Fall Semester Final Exams (Recommended)**
- a. *Team Member Reports* reviewed with the probationary faculty member.
 - b. Tenure review team meets, agrees on author and content of the *Yearly Report*.
- 4. End of First Week of Spring Semester Classes (Recommended)**
- a. Probationary faculty member delivers responses, if any, to *Team Member Reports* to the supervising administrator on the team.
 - b. *Yearly Report* and *Minority Yearly Reports* completed.
 - c. Meeting between the probationary faculty member and the tenure review team to discuss the *Yearly Report*.
- 5. Last Working Day of January (Required)**
- a. Supervising administrator delivers *Yearly Report*, *Minority Yearly Reports*, and portfolio to the Dean of Curriculum and Educational Support Services.
 - b. Probationary faculty member delivers his/her responses, if any, to the *Yearly Report* to the Dean of Curriculum and Educational Support Services.
- 6. February 10 (Recommended):** Dean of Curriculum and Educational Support Services completes the administrative review, attaches the *Administrative Sign-off Sheet* to the tenure review file, and routes to the appropriate reviewers and the VPAA/AS.
- 7. February 15 (Recommended):** VPAA/AS makes a recommendation on tenure or early tenure to the Superintendent/President.
- 8. February 25 (Recommended):** Superintendent/president makes a recommendation on tenure or early tenure to the Board of Trustees.
- 9. On or Before March 15 (Required):** Board of Trustees makes a decision on the recommendations on tenure or early tenure.
- 10. Within Ten (10) Days after the Board Meeting (Recommended):** Superintendent/ President sends a written notification of the Board's decision to the probationary faculty member and the Human Resources Department.
- 11. March 15 (Recommended):** All tenure review files are returned to the Human Resources Department.
- 12. March 16 to 30 (Recommended):** Tenure review files are available for review at a location established by the Human Resources Department. (See paragraph 30.13.B.)
- 13. May 15 (Recommended)**
- a. Spring semester observation reports and student evaluations completed.
 - b. Spring semester summaries of student evaluations completed.
 - c. Spring semester *Team Member Reports* completed.
- 14. August 15 (Recommended)**
- a. Intersession and summer term observation reports and student evaluations completed.
 - b. Intersession and summer term summaries of student evaluations completed.
 - c. Intersession and summer term *Team Member Reports* completed.

- 30.05 B. Late Hire Faculty:** (See paragraph 30.02.B. and section 30.14.) All dates in 1 to 5 below are recommended dates.
1. **End of Fourth Week after Assignment Begins**
 - a. *Self-Assessment/Duties Assessment* due to the supervising administrator on the team.
 - b. Class schedule and syllabi due to the supervising administrator on the team.
 - c. Other forms of student contact due to the supervising administrator on the team.
 2. **Last Day of Fall Semester Classes (before Final Exam Period)**
 - a. Observation reports and student evaluations for fall semester completed.
 - b. Summaries of student evaluations completed.
 - c. Team member recommendations and suggestions delivered to the probationary faculty member.
 3. **Last Day of Spring Semester Classes (before Final Exam Period)**
 - a. Observation reports and student evaluations for spring semester completed.
 - b. Summaries of student evaluations completed.
 - c. Team member recommendations and suggestions delivered to the probationary faculty member.
 4. **August 15**
 - a. Observation reports and student evaluations for intersession and summer term completed.
 - b. Summaries of student evaluations completed.
 - c. Team member recommendations and suggestions delivered to the probationary faculty member.
 5. **First Day of the Next Fall Semester:** Tenure review process continues (see paragraphs 30.05.A.1 through 14) and includes all the reports and materials from the prior partial academic year.

30.06 DOCUMENTATION OF THE TENURE REVIEW PROCESS

- A. **Tenure Review Portfolio Contents:** The supervising administrator on the team will collect all documentation related to the tenure review process for each probationary faculty member, including items 30.06.A.1 – 4 as outlined below, assemble the documentation into a portfolio, and forward the portfolio to the Dean of Curriculum and Educational Support Services, who will certify its completeness, and forward it to the appropriate reviewers and the VPAA/AS for review. The portfolio will include:
1. **Probationary Faculty Member *Self-Assessment/Duties Assessment*:**
The probationary faculty member will prepare this document to assess his or her strengths and areas for improvement, to document College service and professional service and development, as well as to respond to prior tenure review process reports and suggestions. The probationary faculty member will submit this document to the supervising administrator serving on the tenure review team no later than the end of the fourth week of the first fall semester of employment and no later than the end of the fourth week of each fall semester in subsequent academic years. (See paragraph 30.07.A. For late hires, see paragraph 30.02.B and section 30.14.)

- 30.06 A. 2. Summary of Student Evaluations:** This document covers all student evaluations conducted during each academic semester, intersession or summer term. Only a summary of student evaluations will be included in the portfolio. The summary will include tallies of responses to the questions and unedited transcripts of all written comments. The supervising administrator will prepare and include the fall semester summary in the probationary faculty member's portfolio no later than the last day of fall semester classes. (See paragraph 30.08.C.3.b.) Summaries for the spring semester or summer terms will be added to the portfolio no later than May 15 for the spring semester and August 15 for the intersession and/or summer term.
3. **Team Member Report:** This report documents each team member's evaluation of the probationary faculty member's job performance for the prior year. The supervising administrator will collect all *Team Member Reports* and any supporting documentation, and include them as part of the probationary faculty member's portfolio no later than the last day of fall semester classes. (See paragraphs 30.08.C and D.)
 4. **Yearly Report:** This report summarizes the team's conclusions with regard to the evaluation of all three (3) portions of the probationary faculty member's job performance for the prior year. In all years but Year 3, the *Yearly Report* will include a recommendation with regard to further employment status. The supervising administrator will collect this document, any *Minority Yearly Reports* and any supporting documentation and include these items with the probationary faculty member's portfolio no later than the last day of classes of the first week of the following spring semester. (See paragraph 30.08.E.) The reports along with the portfolio will be delivered to the Dean of Curriculum and Educational Support Services by the last working day of January of each year.
 5. **Vice President's Report:** In the event that special circumstances identified in Article 30 require the intervention of a vice president, the VPAA/AS will prepare and submit a *Vice President's Report* along with supporting documentation, to the Dean of Curriculum and Educational Support Services for inclusion in the portfolio no later than February 15 of each year. (See section 30.09.)
 6. **Administrative Sign-off Sheet:** This sheet includes the names, positions and signatures of those individuals who have reviewed the portfolio each year. The Dean of Curriculum and Educational Support Services will attach this sign-off sheet and route it to the appropriate individuals for review and signature and then to the VPAA/AS no later than February 10 of each year. (See section 30.13.)
 7. **Superintendent/President's Recommendation:** The Superintendent/President makes a recommendation to the Board of Trustees with regard to further employment status of the probationary faculty member no later than February 25 of each year. (See section 30.10.) A copy of the *Superintendent/President's Recommendation* will be sent to the Human Resources Department for inclusion in the probationary faculty member's portfolio.
 8. **Board of Trustees Decision:** The Board of Trustees will take action on the recommendation and will make a decision with regard to the further employment status of the probationary faculty member on or before March 15th or each year. The Superintendent/President will send a written notification of the board's decision to the probationary faculty member and to the Human Resources Department for inclusion in the probationary faculty member's portfolio within ten (10) days after the meeting at which the board makes its decision. (See section 30.11.)

- 30.06** A. 9. **Written Responses:** If the probationary faculty member submits any written material in response to tenure review documentation according to the written procedures on each of the report forms, that material will become part of the portfolio. (See sections 30.08, 30.09, and 30.10.)
- B. **Tenure Review Portfolio Maintenance:** The portfolio is cumulative from year to year. During the process, the portfolio is filed in a confidential manner in the Human Resources Department, where the supervising administrator on the team may retrieve it for team use each year. The Human Resources Department is also responsible for confidential storage of the portfolio at the conclusion of the tenure review process.

30.07 ROLE OF PROBATIONARY FACULTY MEMBER: The newly hired full-time faculty member seeking tenure is called a “probationary” faculty member.

- A. **Self-Assessment/Duties Assessment:** The probationary faculty member will submit a *Self-Assessment/Duties Assessment* to the supervising administrator on the tenure review team no later than the end of the fourth week of the initial fall semester of employment and of each subsequent fall semester thereafter. (For late hires, see paragraph 30.02.B and section 30.14.)
1. **Required Contents:** The *Self-Assessment/Duties Assessment* will include:
 - a. A yearly assessment of strengths and areas for improvement.
 - b. A description of current College service, and professional service and development activities. (See [Article 17: Job Descriptions](#), section 17.01: Faculty Duties: Regular, Probationary, and Temporary Faculty.)
 - c. Responses to suggestions and recommendations made in prior years of the tenure review process.
 2. **Optional Contents:** The *Self-Assessment/Duties Assessment* may include a statement of educational philosophy.
- B. **Schedule and Syllabi:** The probationary faculty member will submit a schedule of classes, and other student contact activities and accompanying course syllabi to the supervising administrator on the tenure review team no later than the end of the fourth week of each semester in the four (4) year period. (This information does not become part of the portfolio.)
- C. **Team Member Observations and Meetings:** The probationary faculty member will facilitate the scheduling of classroom, allied, and other student contact observation dates, and will be available for meetings with tenure review team members, and with the team as a whole.

30.08 ROLE OF TENURE REVIEW TEAM

- A. **Meetings:** The tenure review team will meet as needed to:
1. **Dates:** Determine the dates and assign team members to complete classroom, allied, and other student contact activity observations;
 2. **Duties:** Decide who will administer student evaluations for those classroom, allied, and other student contact activities not being observed;
 3. **Plan Design:** Discuss and design a plan to guide the probationary faculty member in fulfilling College and department service for the year;
 4. **Team Discussion:** Discuss the content of individual *Team Member Reports* in preparation for determining the content of the *Yearly Report*;

- 30.08** A. 5. **Report Writing:** Determine who will write the *Yearly Report*, and if any *Minority Yearly Reports* will be written; and
6. **Probationary Faculty/Team Discussion:** Discuss the *Yearly Report*, and *Minority Yearly Reports*, if any, with the probationary faculty member so that all documentation, along with any recommendation concerning further employment, can be submitted to the supervising administrator on the team no later than the last day of the first week of spring semester classes.
- B. **Supervising Administrator Duties:** The supervising administrator is a participating member of the tenure review team and, in addition, will distribute items to the team members as necessary and coordinate the tenure review process by:
1. **Team Membership:** Reporting tenure review team membership to the Dean of Curriculum and Educational Support Services no later than the end of the fourth week of each fall semester;
 2. **Self-Assessment/Duties Assessment:** Receiving and reviewing the *Self-Assessment/Duties Assessment* information from the probationary faculty member;
 3. **Schedule, Syllabi and Other Student Contacts:** Receiving and reviewing the schedule of classes being taught, class syllabi and information about other student contact activities from the probationary faculty member, and distributing them to the tenure review team;
 4. **Portfolio:** Retrieving the tenure review portfolio from the Human Resources Department;
 5. **Meeting:** Calling the first meeting of the team, reviewing the tenure review process and team member responsibilities with team members, and reviewing final due dates;
 6. **Confidentiality:** Preparing the summaries of student evaluations in a confidential manner, disposing of original student evaluations after the board decision each year (see paragraphs 30.06.A.2 and 30.08.C.3.b.4]);
 7. **Verifying Completion:** Verifying completion of tenure review documentation, including all signatures and dates, prior to submission of the portfolio to the Dean of Curriculum and Educational Support Services for forwarding to the appropriate reviewers and the VPAA/AS no later than the final due date (last working day in January); and
 8. **Faculty Member Response:** Placing copies of probationary faculty member written responses, if any, into the portfolio.
- C. **Team Member Report**
1. **Required:** Each member of a tenure review team will complete one *Team Member Report* each year of the process, using the approved form, and will submit it with the appropriate supporting documentation by the last day of fall semester classes (before final exams) to the supervising administrator on the team, who will include it in the portfolio. All *Team Member Reports* become part of the portfolio.

- 30.08 C. 2. Information Sources:** The department chair and the supervising administrator may solicit input from department faculty and other administrative sources in order to include their contributions in his/her *Team Member Report* and consider including them in the *Yearly Report*. In addition, verified student concerns brought to the attention of the department chair or supervising administrator may be included in the *Team Member Report*. When deemed appropriate, the tenure review team may solicit classified staff responses regarding probationary faculty student contact job performance. Classified staff input will consist of confidential responses to a set of questions submitted to DTREC for review and approval prior to their use.
3. **Performance Areas:** *Team Member Reports* will evaluate performance of a probationary faculty member in the three (3) aspects of a faculty member's job: student contact, College service, and professional service and development. (See [Article 17: Job Descriptions](#), section 17.01: Faculty Duties: Regular, Probationary, and Temporary Faculty.)
- a. **Student Contact**
- 1) **Required observations:** Each team member will evaluate and report on at least one classroom, allied or other student contact activity observation during each year of the tenure review process.
 - 2) **Additional observations**
 - a) When recommended by 50 percent or more of the tenure review team, additional observations are permitted at any time during the tenure review period for the following reasons:
 1. To explore the full range of the probationary faculty member's assignment; or
 2. To investigate concerns related to adequacy of performance; or
 3. To monitor improvements made since the prior evaluation; or
 4. When requested by the probationary faculty member.
 - b) The team will document the decision to engage in additional student contact activity evaluations in the *Yearly Report*.
 - c) Note: Team members only need to fill out the portion of *the Team Member Report* that deals with student contact to document additional observations.
- b. **Student Evaluations:** For each student contact activity observed, team members will conduct confidential student evaluations, using a DTREC-approved form. In addition, the supervising administrator will assign to team members additional classroom, allied and student contact activities for which they will conduct student evaluations:
- 1) For instructional faculty, the team will conduct student evaluations in every preparation the probationary faculty member teaches up to a maximum of five (5) classes in the fall semester. If the need for additional evaluations is identified in the *Yearly Report*, the team may conduct student evaluations for up to a maximum of five (5) additional classes during the spring semester and any intersession or summer term. (See paragraph 30.08.C.3.a.)

- 30.08** C. 3. b. 2) For all allied faculty, the team will conduct student evaluations up to a maximum of five (5) student contact activities in the fall semester. If the need for additional evaluations is identified in the *Yearly Report*, the team may conduct student evaluations for up to a maximum of five (5) additional activities during the spring semester and any intersession or summer term. (See paragraph 30.08.C.3.a.)
- 3) To preserve the students' right to confidentiality, the original *Student Evaluation Forms* will not be shared with the probationary faculty member.
 - 4) The supervising administrator will prepare the summaries and destroy original materials in a confidential manner after board action is taken each year. Student workers may not perform any aspect of this work.
 - 5) Student contact activity evaluations that occur following the submission of any *Yearly Report* (spring, intersession, or summer term observations or student evaluations) will be considered in the following *Yearly Report*. (Note: Team members only need to fill out the portion of the *Team Member Report* that deals with student contact to document any non-fall semester observation.)
- c. **College Service:** Each team member will evaluate and report on the probationary faculty member's performance of College service activities.
 - d. **Professional Service and Development:** Each team member will evaluate and report on the probationary faculty member's performance of professional service and development activities.
- D. **Team Member Report Discussion Meeting:** It is the responsibility of each team member to meet with the probationary faculty member before the last day of fall semester classes (before the final exam period) to discuss his/her *Team Member Report* before meeting with the team to discuss writing the team *Yearly Report*.
1. **Signing Report:** The probationary faculty member will sign each *Team Member Report*. In signing the report, the probationary faculty member acknowledges having seen and discussed the complete report. The probationary faculty member's signature does not necessarily indicate agreement with conclusions of the report. The probationary faculty member may submit a written response to the report to the team member who wrote the report, with a copy to the supervising administrator on the team, within ten (10) working days from the date of the meeting to discuss the *Team Member Report*. The copy will become part of the tenure review portfolio.
 2. **Material to Be Considered:** The conclusions of the completed *Team Member Reports* will be considered in the writing of the *Yearly Report*.
 3. **Submission:** The completed and signed *Team Member Reports* will be submitted to the supervising administrator on the team no later than the last day of fall semester classes (before the final exam period) of each contract year.
- E. **Team Yearly Report:** The team will submit a *Yearly Report*, on the approved form with the appropriate supporting documentation for inclusion in the probationary faculty member's portfolio, to the supervising administrator on the team no later than the last day of the first week of classes of the spring semester of each year. The *Yearly Report* summarizes job performance; states a decision to engage in additional student contact evaluation activities that year, if appropriate; presents recommendations for improvement; and, in all years but Year 3, makes a recommendation to the Board of Trustees about further employment of the probationary faculty member at the conclusion of each tenure review contract.

- 30.08** E. 1. **Conclusions:** The *Yearly Report* will reflect the evaluations conducted by each team member, and will present a synthesis of the conclusions reached by individual team members in the three areas of job performance (student contact, College service, and professional service and development). (Note: Student contact evaluation activities that occur following the submission of any *Yearly Report* will be considered in the following *Yearly Report*.)
2. **Minority Yearly Report:** In the event that the team cannot agree on the recommendation, a team member may prepare a *Minority Yearly Report*, using the approved *Yearly Report* form, and submit it with appropriate supporting documentation to the supervising administrator on the team to include with the *Yearly Report* in the probationary faculty member's portfolio. The *Minority Yearly Report* is due no later than the same date the *Team Yearly Report* is due.
3. **Portfolio:** All *Yearly Reports*, *Minority Yearly Reports*, and probationary faculty member responses submitted become part of the portfolio.
4. **Intent:** The *Yearly Report* will include a statement of intent to engage in additional student contact evaluation activities that year if 50 percent or more of the team has agreed on the need to conduct them (see paragraph 30.08.C.3.a.).
5. **Recommendations for Improvement:** The tenure review team will provide direction to the probationary faculty member in order to enhance any aspect of job performance. Suggestions and recommendations that are incorporated into the *Yearly Report* will act as a guide for the subsequent year. The tenure review team will include a calendar for implementation of recommendations to be met prior to granting tenure as a part of the *Yearly Report*.
6. **Recommendations to the VPAA/AS:** In Contract Years 1, 2 and 4 (all but the third year, Contract III - Year 3), the team will make a recommendation to the VPAA/AS in the *Yearly Report* regarding further employment of the probationary faculty member. The recommendation reached will be one of the following:
- a. Offer next contract;
 - b. Do not reemploy;
 - c. Grant tenure; or
 - d. Grant early tenure.
 - 1) The decision to recommend granting tenure prior to the completion of the four (4) year process (early tenure) is to be considered an unusual event requiring the agreement of a majority of team members.
 - 2) Early tenure may be considered when:
 - a) There has been documented significant peer review in the Sonoma County Junior College District; and
 - b) There are documented compelling reasons that warrant the early tenure recommendation being made to the Board of Trustees.
 - 3) When proposing early tenure, the supervising administrator on behalf of the tenure review team will submit all supporting documentation with the complete portfolio documents to the Dean of Curriculum and Educational Support Services no later than the last working day of January of that year.
 - 4) The appropriate reviewers and VPAA/AS will evaluate the submitted documents, then accept or deny a tenure review team's recommendation for granting early tenure prior to the completion of the four (4) year process. (See paragraph 30.09.C.)

- 30.08** E. 6. d. 5) If the recommendation for granting early tenure is denied, the recommendation will revert to "Offer next contract."
- e. In the event that the team is unable to reach a consensus, individual team members may submit a *Minority Yearly Report*, using the *Yearly Report* form with appropriate supporting documentation, to the supervising administrator on the team, who will include it in the portfolio and submit it to the Dean of Curriculum and Educational Support Services no later than the same date the team *Yearly Report* is due to record their opinions and recommendation for subsequent reviewers to read and consider. All *Yearly Reports* and *Minority Yearly Reports* become part of the portfolio.
- f. If no majority *Yearly Report* is possible and each team member submits to the supervising administrator on the team a separate *Minority Yearly Report*, along with any supporting documentation, these documents will be included in the portfolio for subsequent reviewers to read and consider. (See paragraph 30.09.D.)
7. **Yearly Report Discussion Meeting:** The team and probationary faculty member will meet to review the *Yearly Report* and any *Minority Yearly Reports* no later than the last day of the first week of spring classes.
8. **Signature:** The probationary faculty member will sign each *Yearly Report* and, if applicable, each *Minority Yearly Report*. In signing the report, the probationary faculty member acknowledges having seen and discussed the complete report. The probationary faculty member's signature does not necessarily indicate agreement with the conclusions of the report. The probationary faculty member may submit a written response to the team member who wrote the *Yearly Report* or the *Minority Yearly Report*, with a copy to the supervising administrator on the team, within ten (10) working days from the date the probationary faculty member met with the tenure review team to discuss the *Yearly Report*. The copy will become part of the tenure review portfolio.
9. **Submission:** The supervising administrator on the team will submit the completed and signed *Yearly Report*, *Minority Yearly Reports*, if any, with accompanying documentation, and probationary faculty member responses, if any, as part of the entire tenure review portfolio to the Dean of Curriculum and Educational Support Services for forwarding to the appropriate reviewers and the VPAA/AS by no later than the last working day of January of each year.
10. **Late Yearly Report**
- a. In the event that a tenure review team has not submitted a *Yearly Report* by the required due date, the team will forfeit the right to make a recommendation, and the VPAA/AS will forward a recommendation to the Superintendent/President in lieu of the team's *Yearly Report*. (See paragraph 30.09.D.)
- b. All documentation, except the probationary faculty member's response, if any, to the *Yearly Report* or *Minority Yearly Report*, related to the tenure review process, regardless of state of completeness, is due to the supervising administrator on the team no later than the last day of the first week of spring classes.
- F. The following year the tenure review team will continue with the process.

30.09 ROLE OF THE VICE PRESIDENT OF ACADEMIC AFFAIRS/ASSISTANT SUPERINTENDENT (VPAA/AS)

A. Duties of the VPAA/AS

1. **Review:** Review the complete tenure review portfolio each year.
2. **Coordinate with Other Vice Presidents:** Request the Vice President of Student Services to review the portfolio for all allied probationary faculty, request the Vice President/Executive Dean of the Petaluma campus to review the portfolio for all (instructional and allied) probationary faculty for the Petaluma campus; and include comments and recommendations from the other vice presidents in the written recommendation to the Superintendent/President.
3. **Research:** Conduct additional research as needed.
4. **Recommend:** Submit a separate written recommendation on the DTREC-approved form at the completion of each contract, with appropriate supporting documentation, to the Superintendent/President no later than February 15th of each year. The recommendation will be one of the following:
 - a. Offer next contract;
 - b. Do not reemploy;
 - c. Grant tenure; or
 - d. Grant early tenure.

B. Response to DTREC Recommendation: The VPAA/AS will respond to DTREC's written recommendations in the following cases:

1. **Team Member Performance Problems:** (See paragraph 30.04.C.4.)
 - a. In the event the DTREC recommendation is accepted, the VPAA/AS will communicate that acceptance in writing to all parties within five (5) working days of receipt of the DTREC recommendation.
 - b. In the event that the DTREC recommendation is denied, the VPAA/AS will identify the reasons for denial or propose an alternate recommendation and communicate it in writing to all parties within five (5) working days of receipt of the DTREC recommendation.
2. **Procedural Clarification:** Queries that participants in the tenure review process have submitted to DTREC regarding matters that are ambiguous or not included in the Contract. (See section 30.12.)
 - a. In the event the VPAA/AS agrees with the DTREC recommendation, that recommendation will constitute an official interpretation of the Contract.
 - b. In the event that the VPAA/AS does not agree with the DTREC recommendation, the matter will be referred to AFA and the District for resolution.
 - c. The response of the VPAA/AS will be communicated in writing to DTREC, AFA, and others as appropriate, within five (5) working days of receipt of the DTREC recommendation.

C. Team Proposed Early Tenure: The VPAA/AS will evaluate the submitted documents, then accept or deny a tenure review team's recommendation for granting early tenure prior to the completion of the four (4) year process.

1. Each case will be considered on its own merits, and the circumstances defined as being compelling will be considered individually. (See paragraph 30.08.E.6.d.)

- 30.09** C. 2. In cases of team-proposed early tenure, the VPAA/AS will respond in writing to the probationary faculty member and the tenure review team no later than February 15 of any year. That response becomes part of the portfolio.
- D. **No Majority Yearly Report or No Yearly Report by Due Date:** In the event that either no majority *Yearly Report* is possible and each team member submits a separate *Minority Yearly Report*, or the tenure review team has not submitted a *Yearly Report* by the required due date, all documentation will be referred to the VPAA/AS for a decision about recommendation for further employment of the probationary faculty member in lieu of the team's *Yearly Report*.
1. **Portfolio:** All documentation submitted remains part of the tenure review portfolio.
 2. **Material Considered:** The VPAA/AS will consider all documentation submitted by the due date, meet with the tenure review team members, meet with the probationary faculty member, and may conduct additional research as needed.
 3. **Recommendation:** The VPAA/AS will submit the recommendation on the *Yearly Report* form, with appropriate supporting documentation, and meet with the probationary faculty member to discuss the recommendation, no later than February 15.
 4. **Signature:** The probationary faculty member will sign the *Vice President's Report*. In signing the report, the probationary faculty member acknowledges having seen and discussed the complete report. The probationary faculty member's signature does not necessarily indicate agreement with the conclusions of the report. The probationary faculty member may submit a written response to the report to the VPAA/AS, with a copy to the Dean of Curriculum and Educational Support Services within ten (10) working days from the date the probationary faculty member meets with the VPAA/AS to discuss the *Vice President's Report* and recommendation. The copy will become part of the tenure review portfolio.
- E. **Consultation with Superintendent/President:** To consult, as requested, with the Superintendent/President to assist in the preparation of the *Superintendent/President's Recommendation* to the Board of Trustees. (See section 30.10.)

30.10 ROLE OF THE SUPERINTENDENT/PRESIDENT

- A. **Duties of the Superintendent/President:** The Superintendent/President will:
1. **Review:** Review the complete tenure review portfolio each year;
 2. **Research:** Conduct additional research as needed; and
 3. **Recommend:** Submit a recommendation at the completion of each contract, with appropriate supporting documentation, to the Board of Trustees no later than February 25th of each year. The recommendation will be one of the following:
 - a. Offer next contract;
 - b. Do not reemploy;
 - c. Grant tenure; or
 - d. Grant early tenure.

- 30.10 B. Written Notification:** The Superintendent/President will notify the probationary faculty member in writing of the board's decision no later than ten (10) days after the meeting at which the board took this action.
1. **Portfolio:** A copy of the Superintendent/President's notification will become part of the portfolio. Any supporting documentation will become part of the portfolio if it is of a nonconfidential nature, or part of the employee's personnel file if it concerns a confidential matter.
 2. **Response:** The probationary faculty member may submit a written response to the notification from the Superintendent/President, with a copy to the director of Human Resources within ten (10) working days from the date the probationary faculty member receives the Superintendent/President's notification. The copy will become part of the tenure review portfolio.

30.11 ROLE OF THE BOARD OF TRUSTEES

- A. **Board Action:** At the completion of each contract, the Board of Trustees will act on the recommendations produced by the tenure review process. The board will consider the complete portfolio, including *Team Member Reports*, the tenure review team *Yearly Report*, *Minority Yearly Reports*, if any, and the *Vice President's Report*, if any, and the *Superintendent/President's Recommendation*, when making the decision.
- B. **Board Decision:** The decision will be one of the following:
1. Offer next contract;
 2. Do not reemploy;
 3. Grant tenure; or
 4. Grant early tenure.
- C. **Decision Dates:** The decision will be made on or before March 15. The board's decision will be communicated in writing to each probationary faculty member no later than ten (10) working days after the board meeting at which the decision is made, and a copy will be sent to the Human Resources Department to be placed in the tenure review portfolio.

30.12 ROLE OF THE DISTRICT TENURE REVIEW & EVALUATIONS COMMITTEE (DTREC)

- A. **Resource:** DTREC will serve as a resource for tenure review teams. Questions regarding policy and procedures are to be referred to DTREC. Queries requesting clarification of matters not clearly explained or not covered in these procedures are to be referred to DTREC.
- B. **Team Member Performance:** Matters related to team member performance will be brought to DTREC for recommendation about further team member participation.
- C. **Recommendations:** In all cases referenced in this paragraph, the DTREC recommendation will be forwarded in writing to the VPAA/AS for final action. (See paragraph 30.09.B.)
- D. **Forms:** DTREC will approve all tenure review forms and classified staff questions.

- 30.12 E. Timeline Changes:** DTREC must approve any variance to the required contractual due dates outlined in this article. Recommended dates do not require DTREC approval for variance. Any participant in the tenure review process who wishes to request a change in the contractual due dates must submit a request, along with the reasons for the request, to the Dean of Curriculum and Educational Support Services for forwarding to DTREC.

30.13 PORTFOLIO REVIEW

- A. **Portfolio Review:** The review of the completed portfolio will be handled according to the provisions of [Article 20: Personnel Files](#) and will be limited to the probationary faculty member, members of the tenure review team, and the following individuals:
1. **Administrative:** The department chair (or supervising administrator), site administrator/s, and administrator/s to whom the probationary faculty member's department reports, if he/she was not part of the probationary faculty member's tenure review team, and the administrative co-chair of DTREC.
 2. **AFA:** The AFA Conciliation/Grievance Officer and the faculty co-chair of DTREC.
- B. **Review Dates:** Review will occur between March 16 and March 30, inclusive, of each year in a designated location established by the Human Resources Department. No portfolios will leave the Human Resources Department *after* they are returned to the Human Resources Department at the conclusion of the annual tenure review process.
- C. **Administrative Sign-off Sheet:** Each reviewer will sign the *Administrative Sign-off Sheet* indicating that they have reviewed the portfolio. The *Administrative Sign-off Sheet* will become part of the portfolio.

30.14 LATE HIRES: The first contract year is considered complete only if the faculty member has served for a minimum of 75 percent of an academic year. Otherwise, an additional year in first-year status is required. (See [Education Code section 87605](#).) A faculty member hired to start after the forty-fourth (44th) day of the fall semester of any academic year, or one who is unable to complete 75 percent of his or her assignment for the academic year, will be identified as a late hire probationary faculty member. From the date of hire until the start of the fall semester of the next academic year, only the following elements of the tenure review process will take place during this partial year:

- A. **Class Schedule, Syllabi, and Other Forms of Student Contact:** The late hire probationary faculty member will submit his/her class schedule, syllabi for each course being taught, and other forms of student contact to the supervising administrator on the team by the end of the fourth week after the late hire assignment begins;
- B. **Observation Reports, Student Evaluations, and Summaries of Student Evaluations:** The appropriate team member(s) will prepare observation reports, student evaluations, and summaries of student evaluations from the date the assignment begins (fall, spring, intersession and/or summer term);
- C. **Team Member Recommendations:** Team member(s) will prepare suggestions and recommendations from the date the assignment begins.

30.15 CONTRACT I HIRES ELIGIBLE FOR CONTRACT II STATUS

- A. **Beginning of Contract I:** The first year of contract employment means the first year of the tenure review process. The first contract year is considered complete if the faculty member has served a minimum of 75 percent of the academic year as either a probationary faculty member, or as a temporary faculty member immediately *prior to* being hired as a probationary faculty member. Otherwise, an additional year in first-year status is required. (See [Education Code section 87605.](#))
- B. **Tenure Review Status:** Faculty who complete a first year of contract employment *prior to* being hired as a probationary faculty member will be subject to the tenure review process appropriate for Contract II - Year 2.
- C. **Notice:** The Human Resources Department will place a notice clarifying contract status in the probationary faculty member's portfolio at the time of hire to document this occurrence.

30.16 ADMINISTRATORS BECOMING FACULTY

- A. **Tenure Review for Reassigned Administrators:** In the event that an academic administrator hired after July 1, 1990 is reassigned to the faculty, that former administrator will be subject to the complete four-year tenure review process, unless he/she has already received tenure status by virtue of having been a tenured faculty member in the Sonoma County Junior College District prior to beginning administrative service.
- B. **Compliance with District Policy:** Any reassignment of an academic administrator will be completed in compliance with District policy. (See [District Policy 4.3.2c: Administrative Assignment to a Faculty Position.](#))