

# Article 30: Tenure Review

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## 30.01 PROFESSIONALISM IN THE TENURE REVIEW PROCESS

- A. **Tenure:** Santa Rosa Junior College 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 to be organized on a departmental basis and is to be conducted by the Tenure Review Team appointed for each probationary faculty member.
- B. **Responsibility:** The responsibility for tenure review is shared between faculty and District administration. In addition to reaching conclusions regarding renewal of contracts and the granting of tenure, the evaluation of probationary faculty, as with all faculty evaluation at SRJC, needs “to recognize and acknowledge good performance, to enhance satisfactory performance and 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 II v 7)
- 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 in the case of a dispute. The Tenure Review Team shall maintain confidentiality unless and until:
    - 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.** It is the intention of these procedures to maintain objectivity during the operation of any Tenure Review Team. If any participant in the tenure review process believes lack of objectivity to be influencing the proceedings, the matter should be referred to the attention of one of the following:
    - a. Protected groups: District Compliance Officer for matters related to protected groups. (See Article 4: Non-Discrimination.)
    - b. Faculty on Team: Academic Senate Ethics and Professional Relations Committee for matters related to professional and ethical behavior of faculty on the Team.
    - c. Administrator on Team: Next level of administration for matters related to professional and ethical behavior of the supervising administrator on the Team.
    - d. Probationary faculty member concerns: All Faculty Association (AFA) Conciliation/Grievance Officer for any question the probationary faculty member might have about objectivity of the process.

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, the Conciliation/Grievance Officer of the All Faculty Association (AFA) should be contacted.

### 30.02 FOUR-YEAR PROCESS

- A. **Contracts:** The tenure review period typically covers four solar years, starting in August of the first year. It consists of three (3) separate contracts covering the regular workload of the probationary faculty member during the four (4) academic years, and shall include hourly assignments undertaken during the tenure review period.
  1. **Contract 1** covers Year 1 of employment, it is referred to as: Contract I - Year 1.
  2. **Contract 2** covers Year 2 of employment, it is referred to as: Contract II - Year 2.
  3. **Contract 3** 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.
- B. **Spring Hire:** In the case of a Spring hire, an additional semester is required (the Spring semester of hire) which is treated as a part of Contract I. (See paragraph 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 faculty member's job whenever they are employed by the District 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, shall be accomplished via confidential response to a standard set of questions submitted to DTREC for review and approval prior to their use.
- B. **Three Areas of Job Performance Evaluation:** As with all faculty evaluation at Santa Rosa Junior College, 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 paragraph 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 brought to the attention of, and verified by, the Department Chair or supervising administrator.
  2. **College Service:** both department and District activities — through probationary faculty member's Self-Assessment and discussion with the probationary faculty member and their 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 and discussion with probationary faculty member and their colleagues.

**30.04 TENURE REVIEW TEAM COMPOSITION:** The Tenure Review Team composition is the same for each year of the tenure review process. No later than the end of the fourth week of the Fall semester of each year, the supervising administrator for each Tenure Review Team shall report Team membership to Academic Affairs.

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

1. **Department Chair.** The Department Chair (or faculty designee appointed by the supervising administrator for programs without an elected Department Chair, hereinafter referred to as the Department Chair) in office during each year of the tenure review process.
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 following standard department procedures that establish an objective procedure for assigning Discipline Peers to a Tenure Review Team. Those procedures shall be on file with the appropriate Vice President.
  - 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.** The administrator to whom the department reports during each year of the tenure review process, unless delegated to the Assistant Dean at a different site where the faculty member is assigned.

**B. Changing the Team Members**

1. **Department Chair:** It is understood that when a new person becomes the Department Chair or supervising administrator, the members of a Tenure Review Team will change to reflect that.
2. **Faculty Peer:** If any faculty Team member is not able to complete the full process due to absence or removal from the Team, a replacement shall be appointed to take their place by the department following standard department procedures.
3. **Supervising Administrator:** If the supervising administrator is not able to complete the full process due to absence or removal from the Team, a replacement shall be appointed to take their place by the appropriate Vice President.

### C. Special Situations

1. **Assignment in More than One Department.** In the event that a probationary faculty member is hired to perform an assignment in more than one department, each department may appoint one (1) faculty member to the Tenure Review Team — either the Department Chair or the Discipline Peer. Affected departments shall make their decisions about participants by the end of the fourth week of the initial semester of employment. In the event that the departments cannot decide, the supervising administrator shall 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 Vice President shall determine who shall 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 shall determine who shall serve as the supervising administrator for purposes of tenure review by the end of the fourth week of the initial semester of employment.
4. **Assignment in More than One Location.** In the event that the probationary faculty member is hired to perform an assignment in more than one (1) location, or solely at a location other than the Santa Rosa campus, the role of the supervising administrator may be delegated to the Assistant Dean at the different site where the faculty member is assigned.
5. **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 the District Tenure Review and Evaluations Committee (DTREC.) (See paragraph 30.11.)

### 30.05 DOCUMENTATION OF THE TENURE REVIEW PROCESS

- A. **Tenure Review Portfolio Contents:** All documentation related to the tenure review process will be assembled into a portfolio for each probationary faculty member. The portfolio shall include:
  1. **Probationary Faculty Member Self-Assessment.** This document is prepared by the probationary faculty member to assess strengths and weaknesses and to document College Service, and Professional Service and Development, as well as to respond to prior tenure review process reports and suggestions. This document should be submitted by the probationary faculty member to the supervising administrator serving on the Tenure Review Team no later than the end of the fourth week of the first semester of employment and no later than the end of the fourth week of each Fall semester in subsequent academic years. (See paragraph 30.06.)

2. **Summary of Student Evaluations.** This document covers all student evaluations conducted during each academic semester, inter-session or summer session. Only a summary of student evaluations will be included in the portfolio. The summary shall include tallies of responses to the questions and unedited transcripts of all written comments. This document is due no later than the last working day of January of each year. (See paragraph 30.07.C.3.b.)
  3. **Team Member Report.** This report documents each Team member's evaluation of the probationary faculty member's job performance for the prior year. This document and any supporting documentation is due no later than the last working day of January of each year. (See paragraph 30.07.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. This document and any supporting documentation are due no later than the last working day of January of each year. (See paragraph 30.07.E.)
  5. **Vice President's Report.** In the event that special circumstances identified in Article 30 require the intervention of a Vice President, a Vice President's Report, along with supporting documentation, shall be submitted no later than February 15 of each year. (See paragraph 30.08.)
  6. **Administrative Sign-off Sheet.** The list of persons reviewing the portfolio each year including names, positions and signatures of those who have reviewed the portfolio. Administrative review shall be completed no later than February 10 of each year. (See paragraph 30.12.)
  7. **President/Superintendent's Recommendation.** This report documents the President/ Superintendent's recommendation with regard to further employment status of the probationary faculty member. Along with supporting documentation, the recommendation shall be submitted no later than February 25 of each year. (See paragraph 30.09.)
  8. **Written Responses.** Any written material in response to tenure review documentation submitted by the probationary faculty member according to the written procedures on each of the report forms shall become part of the portfolio. (See paragraphs 30.07, 30.08, and 30.09.)
  9. **Board of Trustees Decision.** This report documents the Board of Trustees decision with regard to the further employment status of the probationary faculty member. It is due on or before March 15 of each year. (See paragraph 30.10.)
- B. **Tenure Review Portfolio Maintenance:** The portfolio is cumulative and is added to each year. During the process the portfolio is filed in a confidential manner in the Human Resources Department, where it can be retrieved each year by the supervising administrator for Team use. The Human Resources Department is also responsible for confidential storage of the portfolio at the conclusion of the tenure review process.

- 30.06 ROLE OF PROBATIONARY FACULTY MEMBER:** The newly-hired full-time faculty member seeking tenure shall be referred to as a “probationary” faculty member.
- A. **Self-Assessment:** The probationary faculty member is responsible for submitting a Self-Assessment to the Tenure Review Team no later than the end of the fourth week of the initial semester of employment and of each subsequent Fall semester thereafter.
1. **Required Contents:** The Self-Assessment shall 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 paragraph 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 may include a statement of educational philosophy.
- B. **Schedule and Syllabi:** The probationary faculty member is responsible for submitting a schedule of classes and other Student Contact activities and accompanying course syllabi to the Tenure Review Team no later than the end of the fourth week of each semester in the four-year period. (This information does not become part of the portfolio.)
- C. **Team Member Observations and Meetings:** The probationary faculty member is responsible for facilitating the scheduling of classroom, allied, and other Student Contact observation dates, and being available for meetings with Tenure Review Team members, and with the Team as a whole.

**30.07 ROLE OF TENURE REVIEW TEAM**

- A. **Meetings:** The Tenure Review Team shall 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. **Team Discussion:** Discuss the content of individual Team Member Reports in preparation for determining the content of the Yearly Report,
  4. **Report Writing:** Determine who shall write the Yearly Report, and if any Minority Yearly Reports will be written, and
  5. **Probationary Faculty/Team Discussion:** Discuss the Yearly Report, and Minority Yearly Reports if any, with the probationary faculty member so that all documentation can be submitted no later than the final due date (the last working day of January of any year).

- B. **Supervising Administrator Duties:** The supervising administrator is a participating member of the Tenure Review Team and, in addition, will coordinate the tenure review process by:
1. **Team Membership:** Reporting Tenure Review Team membership to Academic Affairs no later than the end of the fourth week of each Fall semester,
  2. **Self-Assessment:** Receiving Self-Assessment information from the probationary faculty member,
  3. **Portfolio:** Retrieving the tenure review portfolio from the Human Resources Department,
  4. **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,
  5. **Confidentiality:** Preparing the student evaluation summaries in a confidential manner, disposing of original student evaluations after the Board decision each year (see paragraph 30.05.A.2 and 30.07.C.3.b.4),
  6. **Verifying Completion:** Verifying completion of tenure review documentation, including all signatures and dates, prior to submission of the portfolio to Academic Affairs no later than the final due date, and
  7. **Faculty Member Response:** Placing copies of probationary faculty member written responses, if any, into the portfolio.

C. **Team Member Report**

1. **Required:** It is the responsibility of each member of a Tenure Review Team to complete one Team Member Report each year of the process, using the approved form, and to submit it with the appropriate supporting documentation no later than the last working day of January of each year. All Team Member Reports become part of the portfolio.
2. **Information Sources:** Department faculty and other administrative input may be solicited by the Department Chair and the supervising administrator respectively so that their contributions can be included in the Team Member Report and considered for 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. Classified Staff participation in assessing probationary faculty Student Contact job performance, when deemed appropriate by the Tenure Review Team, shall be accomplished via confidential response to a standard set of questions submitted to DTREC for review and approval prior to their use.
3. **Performance Areas:** The reports shall 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 paragraph 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) Additional observations are permitted during any period of employment of the tenure review process with the majority decision of the Team (and shall be documented in the Yearly Report) 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.
- b) The decision to engage in additional Student Contact activity evaluations shall be documented in the Yearly Report.
- c) Note: only the portion of the Team Member Report that deals with Student Contact needs to be filled out to document additional observations.

b. **Student Evaluations.** Confidential student evaluations will be conducted by each Team member, using a DTREC-approved form, for each Student Contact activity observed. In addition, the supervising administrator will assign to Team members additional classroom, allied and Student Contact activities where student evaluations will be conducted:

- 1) For instructional faculty, in every preparation taught by the probationary faculty member up to a maximum of five (5) in the Fall semester. If the need for additional evaluations are identified in the Yearly Report, up to a maximum of five (5) additional classes may be evaluated by students in the Spring semester and any inter-session or Summer session. (See paragraph 30.07.C.3.a.)
- 2) For all allied Student Contact activities performed, up to a maximum of five (5) in the Fall semester. If the need for additional evaluations are identified in the Yearly Report, up to a maximum of five (5) additional activities may be evaluated by students in the Spring semester and any inter-session or Summer session. (See paragraph 30.07.C.3.a.)
- 3) The original student evaluation forms shall not be shared with the probationary faculty member.
- 4) The supervising administrator will be charged with preparing the summaries, which should at no point involve the use of student workers, and for destroying in a confidential manner original materials after Board action is taken each year.
- 5) Student Contact activity evaluations that occur following the submission of any Yearly Report (Spring, inter-session or Summer session observations or student evaluations) shall be considered in the following Yearly Report. (Note: Only the portion of the Team Member Report that deals with Student Contact needs to be filled out 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 to discuss their Team Member Report before meeting with the Team to discuss writing the Team Yearly Report.
1. **Signing Report:** The probationary faculty member shall 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 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 shall be considered in the writing of the Yearly Report.
  3. **Submission:** The completed and signed Team Member Reports shall be submitted to the Office of Academic Affairs no later than the last working day of January of each year.
- E. **Team Yearly Report:** It is the responsibility of the Team to submit a Yearly Report, on the approved form with the appropriate supporting documentation no later than the last working day of January 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.
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 shall be considered in the following Yearly Report.)
  2. **Minority Report:** In the event that the Team cannot agree on the recommendation, a Team member may submit a Minority Yearly Report, using the approved Yearly Report form, and submit it with appropriate supporting documentation no later than the last working day of January of each year.
  3. **Portfolio:** All Yearly Reports submitted become part of the portfolio.
  4. **Intent:** The Yearly Report shall include a statement of intent to engage in additional Student Contact evaluation activities that year if agreed to by a majority of the Team.

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 should include a calendar for implementation of recommendations to be met prior to granting tenure as a part of the Yearly Report.
6. **Recommendations to Board:** In all but the third year (Contract III - Year 3) the Team in the Yearly Report will make a recommendation to the Board of Trustees regarding further employment of the probationary faculty member. The decision reached shall be one of the following:
  - a. Offer next contract
  - b. Do not re-employ
  - c. Grant tenure
    - 1) The decision to recommend granting tenure prior to the completion of the four-year process (early tenure) is to be considered an unusual event requiring the agreement of a majority of Team members.
    - 2) Early tenure can be considered when there has been documented significant peer review at Santa Rosa Junior College, and
    - 3) There are documented rare and compelling reasons that warrant the recommendation being made to the Board of Trustees.
    - 4) When proposing early tenure, the Tenure Review Team shall submit all supporting documentation with the complete portfolio documents no later than the last working day of January of that year.
    - 5) The appropriate Vice President will evaluate the submitted documents, then accept or deny a Tenure Review Team's recommendation for granting tenure prior to the completion of the four-year process. (See paragraph 30.08.B)
    - 6) If the recommendation for granting early tenure is denied, the recommendation will revert to "Offer next contract."
  - d. In the event that the Team is unable to reach a consensus, a Minority Yearly Report, using the Yearly Report form with appropriate supporting documentation, may be submitted by individual Team members no later than the final due date (the last working day of January) to record their opinions and recommendation to the Board of Trustees. All Yearly Reports become part of the portfolio.
  - e. If no majority Yearly Report is possible and each Team member submits a separate Yearly Report, the documentation shall be sent to the appropriate Vice President for making the recommendation regarding further employment. (See paragraph 30.08.C.)
7. **Yearly Report Discussion Meeting:** The Team and probationary faculty member will meet to review the Yearly Report and any Minority Yearly Reports.

8. **Signature:** The probationary faculty member shall sign each 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 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 Yearly Report. The copy will become part of the tenure review portfolio.
9. **Submission:** The completed and signed Yearly Report and Minority Yearly Reports, if any, with accompanying documentation, shall be submitted to the Office of Academic Affairs 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 appropriate Vice President shall forward a recommendation to the Board of Trustees in lieu of the Team's Yearly Report. (See paragraph 30.08.C.)
  - b. All documentation related to the tenure review process, regardless of state of completeness, is due no later than the last working day of January.
  - c. The following year the Tenure Review Team will continue with the process.

### **30.08 ROLE OF THE ACADEMIC AFFAIRS/STUDENT SERVICES VICE-PRESIDENT**

- A. **Response to DTREC Recommendation:** The appropriate Vice-President shall respond to written recommendations made by DTREC in the following cases:
  1. **Team Member Performance Problems.** (See paragraph 30.04.C.5)
    - a. In the event the DTREC recommendation is accepted, the Vice President shall communicate that in writing to all parties within five (5) working days of receipt of the DTREC recommendation.
    - b. In the event that the DTREC proposal is denied, the Vice President shall propose an alternate and communicate it in writing to all parties within five (5) working days of receipt of the DTREC recommendation.
  2. **Procedural Clarification.** In response to queries with regard to matters that are ambiguous or not included in the Contract referred to DTREC by participants in the process. (See paragraph 30.11.)
    - a. In the event the Vice President agrees with the DTREC recommendation, that recommendation shall constitute an official "interpretation of the Contract."
    - b. In the event that the Vice President does not agree with the DTREC recommendation the matter shall be referred to AFA and the District for resolution.
    - c. The response of the Vice President shall be communicated in writing with DTREC, AFA, and others as appropriate, within five (5) working days of receipt of the DTREC recommendation.

- B. **Team Proposed Early Tenure:** The appropriate Vice President shall evaluate the submitted documents, then accept or deny a Tenure Review Team's recommendation for granting tenure prior to the completion of the four-year process.
1. Each case will be considered on its own merits, and the circumstances defining rare and compelling shall be considered individually. (See paragraph 30.07.E.6.c.)
  2. In this situation, a response must be made in writing by the Vice President 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.
- C. **No Majority Report or No 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 shall be referred to the appropriate Vice President for 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 Vice President shall 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 Vice President shall 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 shall sign the Vice President's 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 Report to the Vice President, with a copy to the supervising administrator on the Team, within ten (10) working days from the date of the Vice President's Yearly Report. The copy will become part of the tenure review portfolio.
- D. **Consultation with President/Superintendent:** To consult, as requested, with the President/Superintendent to assist in the preparation of the President/Superintendent's recommendation to the Board of Trustees. (See paragraph 30.09.)

### **30.09 ROLE OF THE PRESIDENT/SUPERINTENDENT**

- A. **Duties of President/Superintendent:** The President/Superintendent shall:
1. **Review:** Review the complete tenure review portfolio each year,
  2. **Research:** Conduct additional research as needed, and

3. **Recommend:** Submit a separate written recommendation, on the DTREC-approved form, 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 shall be one of the following:
  - a. Offer next contract
  - b. Do not re-employ
  - c. Grant tenure
- B. **Written Notification:** The President/Superintendent will notify the probationary faculty member in writing of the recommendation no later than February 25th of each year.
  1. **Portfolio:** A copy of the President/Superintendent's recommendation shall become part of the portfolio. Any supporting documentation shall become part of the portfolio if it is of a non-confidential 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 recommendation to the President/Superintendent, with a copy to the supervising administrator on the Team, within ten (10) working days from the date of the President/Superintendent's recommendation. The copy will become part of the tenure review portfolio.

### 30.10 ROLE OF THE BOARD OF TRUSTEES

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

### 30.11 ROLE OF DTREC

- A. **Resource:** The District Tenure Review and Evaluations Committee (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 shall 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 appropriate Vice President for final action. (See paragraph 30.08.A.)
- D. **Forms:** DTREC shall approve all tenure review forms and Classified Staff questions.

### 30.12 PORTFOLIO REVIEW

- A. **Portfolio Review:** The review of the completed portfolio shall be handled according to the provisions of Article 20 and shall be limited to the probationary faculty member, members of the Tenure Review Team and the following people:
  1. **Administrative:** The Department Chair (or Program Manager), site administrator/s, and administrator/s to whom the probationary faculty member's department reports, if not part of the individual Tenure Review Team.
  2. **AFA:** The AFA Conciliation/Grievance Officer.
- B. **Review Dates:** Review shall occur between February 1 and February 10 of each year in a designated location. No portfolios shall leave that designated location after the last working day of January of any year until they are returned to the Human Resources Department.
- C. **Administrative Sign-off Sheet:** Each reviewer shall sign the Administrative Sign-off Sheet indicating that they have reviewed the portfolio. The Administrative Sign-off Sheet shall become part of the portfolio.

### 30.13 DUE DATES: Tenure review portfolio documents shall be submitted to the Office of Academic Affairs no later than the dates on the following calendar:

- A. **4th Week of Fall Semester:** Self-Assessment.
- B. **Last Working Day of January:** Completed Team Member Reports, Student Evaluation Summaries, Team Yearly Report and any Minority Yearly Reports are due to the Office of Academic Affairs by the last working day of January of each year.
- C. **February 10:** Administrative review is completed, Administrative Sign-off Sheet added to the portfolio.
- D. **February 15:** Vice President's early tenure decision and Yearly Report, if any, is submitted.
- E. **February 25:** President/Superintendent's recommendation is submitted.
- F. **On or before March 15:** Decision of the Board of Trustees is made.
- G. **May 15:** All Spring Student Evaluation Summaries and any Spring Team Member Reports are due to the Office of Academic Affairs where they will be added to the portfolio for consideration the next Fall.

### **30.14 SPRING HIRES**

- A. **Spring – Year 1:** When a faculty member is hired to begin employment in the Spring Semester, that semester is the first semester of employment and Contract I - Year 1 procedures for evaluation will be followed.
- B. **Fall – Year 1:** The regular tenure review process will continue in the Fall of the subsequent academic year with Contract I - Year 1 procedures.

### **30.15 CONTRACT II HIRES**

- A. **Beginning of Contract II:** 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% 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 Ed Code Section 87605).
- B. **Tenure Review Status:** Faculty who complete their 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:** At the time of hire, a notice clarifying contract status shall be placed in the probationary faculty member's portfolio by the Human Resources Department to document this occurrence.

### **30.16 ADMINISTRATORS BECOMING FACULTY**

- A. **Tenure Review for Re-Assigned Administrators:** In the event that an academic administrator hired after July 1, 1990 is re-assigned to the faculty, that former administrator will be subject to the complete four-year tenure review process, unless they have already received tenure status by virtue of having been a tenured faculty member at SRJC prior to beginning administrative service.
- B. **Needed Preparation:** Any memorandum regarding areas of preparation in need of improvement shall become part of the probationary faculty member's portfolio. (See District Policy 4.3.2.C.)

### **30.17 OTHER PARTICIPANTS IN THE TENURE REVIEW PROCESS**

- A. **District Compliance Officer:** Should be contacted in matters related to alleged discrimination or bias related to protected groups.
- B. **Academic Senate Ethics and Professional Relations Committee:** Should be contacted in matters related to the professional behavior of faculty.
- C. **Administrators:** The next level of administration should be contacted in matters related to the professional behavior of the supervising administrator.
- D. **AFA Conciliation/Grievance Officer:** Should be contacted by any faculty member, particularly the probationary faculty member, to answer questions regarding faculty rights and implementation of procedures included in this Contract.

**E. The Office of Academic Affairs**

1. **Materials:** Coordinates the preparation and distribution of all tenure review materials.
2. **Teams:** Confirms tenure review Team composition each year, and reports Team composition to DTREC.
3. **Portfolio:** Receives all completed portfolio documents prior to or on the due dates.
4. **Confidentiality:** Provides for confidential storage of tenure review portfolios when they are submitted each year and for confidential administrative review.
5. **Submission to President:** Submits portfolios to Superintendent/President for consideration in making recommendation.
6. **Submission to Board:** Submits portfolios to Board of Trustees for consideration in making employment decisions.
7. **Portfolio to Human Resources Department:** Returns portfolios to Human Resources Department following Board decision each year.
8. **Spring Material:** Submits Spring portfolio documentation to Human Resources Department for inclusion in the tenure review portfolio for consideration of the Team in the following year.

**F. Human Resources Department**

1. **Status:** Clarifies contract status of probationary faculty member at date of hire if other than Contract I - Year 1. Places notice in portfolio at time of hire.
2. **Files:** Maintains tenure review portfolios in a confidential manner according to the provisions of Article 20.