

Tenure Review Timelines 2024-2025

Note: Dates in **Bold Type** are required deadlines taken from AFA Contract Article 30.
All other dates are recommended timelines to meet the deadlines.

FALL SEMESTER 2024

Week 2 By 8/30/24	- The Office of the Dean of Academic Affairs: - notifies probationary faculty members via District email of their responsibilities in the tenure review process, attaching all needed forms and the timelines for the year. - notifies tenure review team members of their duties via District email, attaching all needed forms and the timelines for the year. - Supervising administrators retrieve <i>blue file folders</i> from Human Resources Department for probationary faculty.
Week 4 By 9/13/24	Mandatory Deadline: - Probationary faculty members submit the following documents (email preferred) to the supervising administrator on the team: Self-Assessment/Duties Assessment, schedule of classes and/or other student contact activities and accompanying course syllabi. Supervising Administrator reports membership of tenure review team to Dean CESS.
Week 5 By 9/20/24	Tenure review teams meet to discuss the process, team members' responsibilities, deadlines, and scheduling of fall observation visits and student evaluations.
Week 6-16 9/26/24-12/6/24	Team members conduct student contact activity observations and collect student evaluations.
Week 17 By 12/13/24	- Team members conduct student contact activities observations and student evaluations completed. - Supervising administrators prepare summaries of student evaluations. - Each team member completes his/her <i>Team Member Report</i>.
Week 18 By 12/20/24	- Individual team members meet with probationary faculty member to review and sign their <i>Team Member Report</i>. - Tenure review team meets, agrees on author and content of <i>Yearly Report</i>.

SPRING SEMESTER 2025

Week 1 By 1/17/25	- Probationary faculty member delivers responses, if any, to <i>Team Member Reports</i> to the supervising administrator. <i>Yearly Report</i> and <i>Minority Yearly Reports</i> are completed. - Tenure review team meets with probationary faculty member to discuss the <i>Yearly Report</i>.
By 1/31/25	Mandatory Deadline: Supervising administrator delivers <i>Yearly Report</i> , <i>Minority Yearly Reports</i> (if any), and file folder containing the current and previous years' complete files to the Dean of Academic Affairs. Probationary faculty member delivers her/his responses, if any, to the <i>Yearly Report</i> to the Dean of Academic Affairs.
By 2/10/25	Dean of Academic Affairs office completes administrative review and routes files for review.
By 2/18/25	VPAA/AS makes a recommendation on tenure to the Superintendent/President.
By 2/24/25	Superintendent/President makes a recommendation on tenure or early tenure to the Board of Trustees
By 3/10/25	Mandatory Deadline: Board of Trustees decides on the recommendations regarding tenure. Within 10 days after the Board meeting, Superintendent/President sends written notification of the Board's decision to the probationary faculty members and to Human Resources.
By 5/9/25	Spring semester, student evaluations, summaries of student evaluations and individual Team Member Reports completed; and sent to HR for inclusion in tenure review file.
By 8/11/25	Summer term, student evaluations, summaries of student evaluations and individual Team Member Reports completed; and sent to HR for inclusion in tenure review file.