

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: I 11.0
Procedure Title: Tenure
Relevant Board Policy:
Originating Unit: Vice President of Academic Affairs
Maintenance Unit: Vice President of Academic Affairs

I. Purpose: To provide a definite structure for the tenure review process and to assist probationary faculty members in developing characteristics requisite to tenured status. (These procedures stand in lieu of Alamo Colleges District procedures being developed during Fall 2010.)

II. Procedure Statement:

A. EVALUATION OF PROFESSIONAL PERFORMANCE

1. The teaching or other professional performance of probationary faculty members shall be evaluated in accordance with the provisions of Board policy and the procedures and guidelines for Performance Evaluation set forth in this manual. For faculty members who seek tenure status, the evaluation process shall include evaluation by the department chairperson or supervisor, student evaluation, peer evaluation, and self-evaluation.
2. Set forth below is the schedule for performance evaluation of probationary faculty members, and for appropriate notification regarding the renewal or non-renewal of appointment.
3. Faculty receiving credit towards tenure for previous service shall enter the evaluation cycle at the appropriate year. For example, a faculty member receiving two year's credit toward tenure would be subject to the evaluation requirements for YEAR III.
4. Credit towards tenure for previous tenure track service at another tenure-granting College or University is to be determined and established in writing at the time of initial hiring at Palo Alto College. It will be documented in a letter signed by the President and clearly state the number of years of credit toward tenure to be given.
5. Full-time faculty hired after the start of the fall semester will be expected to comply with the requirements of this procedure to the maximum extent possible. They should treat the academic year in which they were hired as year one in the tenure process. However, the date at which they were employed will impact the date at which tenure becomes effective.

B. TENURE PROCEDURE, YEAR I

1. Probationary appointments shall be given to all faculty members for the first year of their employment.
2. Approved student evaluation shall be conducted in all classes each semester of the academic year. The academic year is defined to consist of the Fall and Spring semesters. Since classroom time is limited during the Summer terms, student evaluation will typically not be conducted during the Summer, but may be if requested by a faculty member and/or the Chair of the Department.
3. At least one classroom observation shall be conducted by the chairperson in the Fall. Supervisors shall conduct at least one on-the-job observation for non-teaching faculty members.
4. At least one peer evaluation shall be conducted. A Peer Review will be accomplished during the Spring semester.
5. Faculty members will complete an Annual Report: Self-evaluation and submit it to the chairperson prior to the annual performance evaluation.
6. Following a personal interview and review of the chairperson/supervisor's written evaluation, the chairperson/supervisor shall provide the faculty member written notification regarding renewal/non-renewal of appointment and progress toward tenure. Measures needed to enhance progress toward tenure will be defined in the Annual Report: Self-evaluation. Progress toward tenure and promotion will be documented by checking the appropriate space on the annual faculty evaluation form. Should non-renewal be recommended, a letter signed by the President will be provided to the faculty member citing the rationale for non-renewal.
7. The faculty member must be notified by March 1 if non-renewal of appointment is to be recommended. Such notification must be in writing and signed by the President (see 6 above.)

C. YEAR II

1. Probationary appointments shall be given to all faculty members for the second year. This statement is to be interpreted to apply to all renewed faculty members during their second year of employment.
2. Approved student evaluations shall be conducted in all classes in each semester of the academic year (as defined in B.2 above). Student evaluations will typically not be conducted during the Summer sessions, but may be if requested by a faculty member and/or the chair of the Department.

3. At least one classroom observation shall be conducted by the chairperson in the Fall. Supervisors shall conduct at least one on-the-job observation for non-teaching faculty members.
4. At least one peer evaluation shall be conducted. A Peer evaluation will be accomplished during the Spring semester.
5. Faculty members will complete an Annual Report: Self-evaluation and submit to the chairperson prior to the annual performance evaluation.
6. Following a personal interview and review of the chairperson/supervisor's written evaluation, the chairperson/supervisor shall provide the faculty member written notification regarding renewal/non-renewal of appointment and progress toward tenure. Measures needed to enhance progress towards tenure will be defined on the Annual Report: Self-evaluation. Progress toward tenure and promotion will be documented by checking the appropriate space on the annual faculty evaluation form. Should non-renewal be recommended, a letter signed by the President will be provided to the faculty member citing the rationale for non-renewal.
7. The faculty member must be notified by February 1 if non-renewal of appointment is to be recommended. Such notification must be in writing and signed by the President (see 6 above).

D. YEAR III

1. Probationary appointment shall be given to all faculty members for the third year. This statement is to be interpreted to apply to all renewed faculty members during their third year of employment.
2. Approved surveys shall be conducted in at least 50% of selected classes. This means that approved student surveys shall be conducted in at least 50% of sections taught by the faculty member during the Fall and Spring semesters and mutually selected by the faculty member and the department chairperson.
3. The chairperson shall conduct at least one classroom observation in the Fall. Non-teaching faculty shall receive at least one on-the-job evaluation by their supervisors.
4. At least one peer evaluation shall be conducted in the Spring semester.
5. Faculty members will complete an Annual Report: Self-evaluation and submit to the chairperson/supervisor prior to the Annual Performance Evaluation.
6. Following a personal interview and review of the chairperson/supervisor's written evaluation, the chairperson/supervisor shall provide the faculty member written notification regarding renewal/non-renewal of appoint-

ment and progress toward tenure. Measures needed to enhance progress toward tenure will be defined on the Annual Report: Self-evaluation. Progress toward tenure and promotion will be documented by checking the appropriate space on the annual faculty evaluation form. Should non-renewal be recommended, a letter signed by the President will be provided to the faculty member citing the rationale for non-renewal.

7. The faculty member must be notified by July 1 preceeding the terminal year if non-renewal of appointment is to be recommended. Such notification must be in writing and signed by the President (see 6 above).

E. YEAR IV

1. The process is the same as for year III. This applies to all renewed faculty members during their fourth year of employment.
2. The faculty member must be notified by July 1 preceeding the terminal year if non-renewal of appointment is to be recommended. Such notification must be in writing and signed by the President.
3. Full-time faculty members who were employed before August 1986 may be considered for tenure in Year IV. Full-time faculty members employed after August 1986 will not be considered for tenure until Year V.

F. YEAR V

1. The process is the same as for Year III. This statement applies to all renewed faculty members during their fifth year of employment.
2. Year V is the first year in which a faculty member may be considered for tenure. Permission to apply in Year V must be requested in writing by September 15, and the President shall respond by October 1. Denial of such requests is without prejudice to future applications for tenure.
3. The faculty member must be notified by July 1 preceding the terminal year if non-renewal of appointment is to be recommended. Such notification must be in writing and signed by the President.

G. YEAR VI

1. The process is the same as for Year III, except that faculty members not recommended for tenure will be notified by the President (by July 1 preceding Year VII) that they will receive terminal contracts for Year VII. Such notification must be in writing and signed by the President.
2. During Year VI tenure-track faculty must apply for tenure following the guidance of this procedure.

H. CREDIT FOR PRIOR TEACHING EXPERIENCE

Persons who have had tenure track experience at other institutions will have time credited toward tenure. Persons given such credit shall enter the evaluation cycle at the appropriate year. For example, a faculty member receiving two years' credit would be subject to the evaluation requirements for YEAR III. Such credit has no effect on the notification dates for non-renewal of appointment, i.e., March 1 in the first year of service, February 1, in the second, and July 1 thereafter.

I. DEPARTMENT TENURE COMMITTEE

1. By October 1 of each year, the full-time faculty members of each department will elect a Department Tenure Committee. The department chairperson should not be a member of this committee, but the membership may (if desired) be the same as for the Department Promotion Committee. The phrase "full-time faculty" is interpreted to be full-time tenured or tenure-track faculty.
2. Small departments may recruit committee members from the full-time faculty of other departments (as defined above), as mutually agreed upon by the department faculty and chairperson.
3. At least once every five years the department will submit a copy of the department's guidelines for tenure to their Dean for review and approval.
4. Following receipt (by February 1) of tenure files from the department chairperson/supervisor, the Tenure Committee will review each eligible faculty member's qualifications and will forward recommendations to the department chairperson/supervisor by February 15.

J. RESPONSIBILITIES OF FACULTY MEMBER

1. Faculty members in Year V who wish to be considered for tenure should request permission to apply, in writing, to the President by September 15.
2. By November 1, each faculty member eligible for tenure consideration shall submit to the department chairperson/supervisor a dossier containing the following:
 - a. Performance evaluations by chairperson/supervisor, student evaluation and peer review summaries.
 - b. Annual Report: Self-evaluation
 - c. An up-to-date resume, and
 - d. Such other material the faculty member deems relevant to the applications.
 - e. The tenure dossier will be prepared by the faculty member seeking tenure in accordance with the format and instructions contained in the attachments listed below.

If the College prescribes forms for the submission of tenure materials, these must be available to all applicants at least thirty (30) days prior to the deadline for submission.

K. RESPONSIBILITIES OF DEPARTMENT CHAIRPERSON/SUPERVISOR

1. The department chairperson/supervisors shall review each application and ensure that the materials and documentation have been included as required. Deficiencies are to be brought to the faculty member's attention by November 15 and should be corrected within ten working days. Incomplete applications will be removed from consideration after ten working days. Deficiencies are to be documented in writing and provided to the faculty member.
2. All completed applications should be submitted to the Department Tenure Committee by February 1.
3. Following review of the dossiers and recommendation by the Department Tenure Committee, the Chairperson/Supervisor shall and his or her recommendation to each dossier and shall forward the dossier to the Dean by March 1. The Chairperson shall notify each candidate, in writing, as to the recommendation being forwarded.

L. RESPONSIBILITIES OF THE DEAN

Following review of the dossiers and the recommendations from the Department Chairperson, the Dean shall add his or her recommendation and forward the tenure files to the Vice President by March 21. The Dean shall notify each candidate, in writing, as to the recommendation being forwarded.

M. RESPONSIBILITIES OF THE VICE PRESIDENT

Following review of the dossiers and the recommendations from the deans, or from the Chairperson or Supervisor where no dean was involved, the Vice President shall add his or her own recommendation and forward the tenure files to the President by April 15. The Vice President shall notify each candidate, in writing, as to the recommendation being forwarded.

N. PRESIDENTIAL REVIEW AND BOARD ACTION

1. Consistent with that agenda, the President shall make a timely submission of recommendations to the Chancellor. Normally the Board of Trustees is expected to act on tenure recommendations at its April meeting. The President shall notify each candidate, in writing, as to the recommendation being submitted and shall, subsequent to the Board's action, notify each candidate of his or her tenure status.

2. Faculty members approved for tenure by the Board will receive tenure with their contract for the next academic year.
3. After board action on tenure status, the applicant's tenure dossier will be returned to the faculty member within thirty days.

Attachments:

Tenure Checklist (2010-2011)

Tenure Application Schedule (2010-2011)

Tenure Table of Contents (2010-2011)

Issued: November 15, 2000

Approved: (signed: Enrique Solis)
President

Edited: November 20, 2010

Evening/Weekend Office