Quality Control

Quality Control Overview
The academic policy manual section on contract renewal and the issuance of tenure provides the official policy that governs the tenure process. District Office will ensure that the official policy is followed and that the quality of the process is being maintained at each college as assessed by the Tenure Process Report annually.

The Tenure reflective process is designed to allow District Office to focus on the quality of a college’s implementation of the tenure process rather than individual faculty evaluation in two ways. First, the Tenure Process Report is completed after the posting of board decisions regarding contract renewal or tenure. Second, the Tenure Process Report is designed so that elements of faculty evaluation are considered in aggregate. This allows the report to focus on patterns that indicate problems with process implementation and consistency of standards, not particular decisions. By calling attention to inconsistencies and offering suggestions for improvement, colleges will get valuable feedback allowing them to stay normed with the other colleges. Furthermore, consistent formative feedback, combined with monthly cross-college problem-solving meetings will allow the quality—both of the process itself and of its implementation at each college—to improve over time.

Procedure and Timeline for the Tenure Process Reports
The following cycle occurs annually with a timeline given to colleges determined by District Office:

Step 1
Each college conducts its own review (self-study) of the tenure process with a specific focus on the TAP and Mentor Program and any areas of special focus from the last process report. These evaluations are then summarized in College Tenure Process Report Part 1 completed by an administrator and signed by the president.

Step 2
District Office receives the College Tenure Process Report and visits the college to discuss the results of the self-study with administrators. District Office of Academic and Student Affairs should be allowed access to all of the portfolios for tenure track faculty members whose contracts were determined within the last year’s Board Reports.

Step 3
District Office reviews portfolios for evidence of adherence to the process and talks to administrators, Department Chairs, TAP Leaders, and others involved with the process as needed. District Office completes the College Tenure Process Report: Part 2.

Step 4
District Office returns to the college to discuss the report and their preliminary conclusions with the college administration. District Office uses this time to ask clarifying questions and to work with the college to finalize the report. If an action plan is required, the college administration and District Office work together to create an action plan to return the college to compliance. Action plans should be designed to target the specific problem detailed in the report (e.g., weak classroom observation feedback may necessitate more training and norming). The development of an action plan does not necessarily mean that a college is out of compliance.
Step 5

Completed Tenure Process Reports, with any necessary action plans, are submitted to the Chancellor by the end of the first week in June.

**Ongoing through the next year** If applicable, the college implements the action plan with assistance from District Office.