Below are 4 examples of Departmental Criteria and Procedures. They are for your reference. Your Department should decide what to include in the policy after careful discussion.

The following is an example of explicit additional criteria:

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| **Departmental Criteria and Procedures for Evaluating Tenure-track Faculty** | |
| **College** | Wilbur Truman Kennedy |
| **Department** | Communications |
| **Date** | MM/DD/YYYY |
| **Department Chair** | Ernest Hemingway |

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| In addition to the CCC District Requirements for contract renewal and/or tenure, the following departmental criteria must be met. |
| * Through the academic year, the tenure-track faculty member in English or ESL is required to devote registration hours towards placement test reading or oral interviewing for ESL students according to the testing center schedule. In addition, the faculty member must attend range-finding and norming sessions to prepare for the testing period and must stay informed about the processes and rubrics for placement testing. Tenure-track faculty members in Speech and other disciplines are expected to perform registration duties for the college. * Each semester, the tenure-track faculty member in English or ESL is required to participate actively in the portfolio assessment process by evaluating student work at the mid-term portfolio-reading sessions and final portfolio-reading sessions. The tenure-track faculty member may also be asked to lead a portfolio group, coordinate the portfolio group meetings, and mentor adjunct instructors in the portfolio assessment process. Tenure-track faculty members are expected to stay informed about the department’s rubrics and processes for portfolio assessment. * Once the tenure-track faculty member has become familiar with departmental curricula, he or she will be asked to serve as a mentor for adjunct instructors who teach a particular course in English, Reading, ESLINTG, or Speech. As mentor, the tenure-track faculty member is expected to conduct an orientation for adjuncts at the beginning of the semester; provide materials to adjunct instructors and direct them to materials on the department’s Blackboard site; observe adjunct instructors in formative observations when necessary and provide constructive feedback; and be available throughout the semester to answer questions of adjunct instructors. In addition, the mentor will coordinate the selection of default books for the course. * The tenure-track faculty member will be responsible for responding promptly to messages and submitting all requested departmental documents on time and in complete form, such as no-show lists, time sheets, final portfolio results, final grade books, book requests, and other committee paperwork. Tenure-track faculty members are also expected to attend department meetings regularly and contribute regularly to departmental committees related to department business, curriculum development, and services to students. * In addition to the classroom observations required by the TAP, the department reserves the right to arrange an additional observation at the chair’s discretion in the second and fourth semesters of the candidate’s tenure process. |
| The following voting procedures will be followed: |
| * Tenure-track faculty members must put the most complete portfolio possible on display for the department to review at least one week before the departmental vote for contract renewal or tenure (provided that the portfolio due date allows for the candidate to produce a portfolio at this time). * The vote to decide contract renewal and/or tenure must have at least 2/3 of the eligible voting members present to proceed with a vote. * The first portion of the meeting to decide contract renewal or tenure will be set aside for questions to be asked by the voting members of the department of the tenure candidate. This portion of the meeting will be capped at 30 minutes. Once all questions are answered, the tenure-track faculty member will exit the room, and eligible voting members will privately discuss the tenure-track faculty member's qualifications for renewal and/or tenure. Classroom observations, student evaluations, and contributions to the department will be discussed. Aside from the actual vote outcome, all discussion in this meeting will be considered highly confidential. * The department clerical assistant will distribute secret ballots that have the candidate's name on them as well as the three designations in response to whether the candidate should be granted contract renewal or tenure: Yes, No, and Abstain. A “No” or “Abstain” vote should be accompanied by a typed, anonymous statement with reasons for the abstention or vote to deny a candidate contract renewal or tenure. The chairperson will share the results of the vote with the candidate, including the reasons given for “No” or “Abstain” votes. * The outcome of the vote will be reported to the department faculty. If necessary, the candidate may respond within five days and request a hearing before the tenured department faculty. At this hearing, following whatever presentation the candidate may care to make, a second secret ballot shall be taken. * The recommendation to the president will be based on the outcome of the vote. |

The following is an example of explicit additional criteria given by a department:

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| College | Harold X. Truman |
| Department | Humanities |
| Date | MM/DD/YYYY |
| Department Chair | Olive Kennedy Daley-Wright |

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| In addition to the CCC District Requirements for contract renewal and/or tenure, the following departmental criteria must be met. |
| * Each semester that tenure-track English and Literature faculty teach, they are required to actively participate in the planning, execution, and grading of the Exit Exam, including grading on weekends if the department requires such effort. * Each fall and spring semester, all Humanities Department tenure-track faculty are required to be observed by one tenured faculty member other than the department chair and respond to that observation using the Classroom Observation Self-Assessment and Reflection form. These observations should be placed in the appropriate portfolio as an appendix. |

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| The following voting procedures will be followed. |
| * Tenure-track faculty members must put the most complete portfolio possible on display for the department to review at least one week before the departmental vote for contract renewal or tenure. * The vote to decide contract renewal and/or tenure must have at least 2/3 of the eligible voting members present to proceed with a vote. * The first portion of the meeting to decide contract renewal or tenure will be set aside for questions to be asked by the voting members of the department of the tenure candidate. This portion of the meeting will be capped at 30 minutes. Once all questions are answered, the tenure-track faculty member will exit the room, and eligible voting members will privately discuss the tenure-track faculty member's qualifications for renewal and/or tenure. Aside from the actual vote outcome, all discussion in this meeting will be considered highly confidential. * The Chair will distribute secret ballots that have the candidate's name on them as well as the four designations: Yes, Yes With Reservations, No, and Abstain. * The outcome of the vote will be given to members present and will continue voting and deliberations until a majority decision is reached. * The recommendation to the president will be based on the outcome of the vote. |

The following is an example of explicit additional criteria given by a department:

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| College | Malcolm Harvey |
| Department | Biology |
| Date | MM/DD/YYYY |
| Department Chair | Carl Linnaeus |

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| In addition to the CCC District Requirements for contract renewal and/or tenure, the following departmental criteria must be met. |
| * The tenure-track faculty member will be required to create/modify departmental assessments and participate in application and evaluation of these tools. * ALL departmental tenured faculty will be given the opportunity to complete classroom evaluation visits of each tenure-track faculty member during semesters 1-5. * In addition to the classroom evaluation of the tenure track faculty member prepared by the chair, the department chair will designate at least 2 other tenured faculty of the department to complete classroom evaluation visits of each tenure-track faulty member during semesters 1, 3, and 5. These faculty should have expertise and prior teaching experience for the course or content area. * The chair shall designate 2 tenured departmental faculty to complete classroom evaluation visits of each tenure-track faulty member during semesters 2, and 4. These faculty should have expertise or prior teaching experience for the course/content area. * Tenure-track faculty members must complete all departmental, local college, and City Colleges of Chicago forms and procedures by the required due dates. These include but are not limited to NSWs, ADWs, midterm grades, final grades, and tenure portfolio documents. * The tenure-track faculty member must demonstrate the ability to work cooperatively with the tenured and adjunct faculty of the department, of Malcolm Harvey College, and the City Colleges of Chicago * The tenure-track faculty member must demonstrate the ability to teach effectively, evaluate student learning, and professionally manage student classroom conduct. |

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| The following voting procedures will be followed. |
| * Tenure-track faculty members must submit the most complete portfolio possible to the department chair or the designee for the department to review at least one week before the departmental vote for contract renewal or tenure. * The eligible members in the department will allow the non-tenured member to address the department for 30 minutes prior to the deciding vote. * The eligible members will privately discuss the qualifications of the non-tenured member. Aside from the actual vote outcome, all discussion in this meeting will be considered highly confidential. * The Chair will distribute secret ballots that have the candidate's name on them as well as the four designations: Yes, Yes With Reservations, No, and Abstain. * The outcome of the vote will be given to members present and will continue voting and deliberations until a majority decision is reached. * The recommendation to the president will be based on the outcome of the vote. |

The following is an example of no additional criteria given by a department for consideration of contract renewal and/or tenure.

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| College | Harold X. Truman |
| Department | Biology |
| Date | MM/DD/YYYY |
| Department Chair | Wilbur Harvey "Richard" King |

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| In addition to the CCC District Requirements for contract renewal and/or tenure, the following departmental criteria must be met. |
| * No additional criteria are required. |

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| The following voting procedures will be followed. |
| * The eligible members in the department will allow the non-tenured member to address the department for 30 minutes prior to the deciding vote. The eligible members will privately discuss the qualifications of the non-tenured member. The eligible members will vote by secret ballot until a majority decision is reached. Recommendation to the president will be based solely on the outcome of the vote. |