

Tenure Extension

Tenure Extensions Policy Overview

[Section 3B-2 of Article IIIB](#) of the Illinois Community College Act states the following:

Any faculty member who has been employed in any district for a period of 3 consecutive school years shall enter upon tenure unless dismissed as hereinafter provided. However, a board may at its option extend such period for one additional school year by giving the faculty member notice not later than 60 days before the end of the school year or term during the school year or term immediately preceding the school year or term in which tenure would otherwise be conferred. Such notice must state the corrective actions which the faculty member should take to satisfactorily complete service requirements for tenure. The specific reasons for the one-year extension shall be confidential but shall be issued to the teacher upon request. The foregoing provision for a three-year period and optional one-year extension shall not be construed to interfere with or abrogate local board rules or contracts which now or hereafter may provide for a lesser period of service before entering upon tenure.

What does this mean? If a tenure track faculty member (TTFM) has been employed with CCC for three academic years and there is no evaluation and no Board of Trustee (BOT) action within the three academic years to not renew the TTFM contract, TTFM will automatically earn tenure at the end of year three. However, under the law, if CCC requires more time to evaluate the TTFM for tenure, CCC may grant an extension of one academic year for a total of four academic years. If the TTFM wishes to have more time to present documentation for one of the portfolio evaluations or for another valid reason, the TTFM can request an extension to submit their portfolio materials. However, CCC is responsible for noting the extension of the statutory period to the Board of Trustees (BOT). In noting the extension, the college must state the actions that the TTFM must take to complete the tenure requirements by the end of their fourth school year.

CCC Tenure Process & One Academic Year Extension

In compliance with the IL tenure policy, CCC Tenure Track Faculty Members (TTFMs) can request to their college an extension for one full academic year. The college is then responsible for notifying the Board of Trustees (BOT) of the statutory period.

One Full Academic Year Extension Law Applied

The CCC Tenure Process is a 5-semester process (3 years). Tenure Track Faculty Members (TTFMs) submit portfolios for college administration review and CCC Board of Trustee (BOT) action at the end of their first semester (for 2nd-year contract action), at the end of their third semester (for 3rd-year contact action) and at the end of the 5th semester (for tenure action). At CCC, tenure portfolio reviews and BOT actions occur twice per academic year, in October (spring hires) and February (fall hires).

TTFMS can request one full academic year extension when they have identified they cannot submit the required portfolio artifacts within the three academic year period. A full academic year extension must be documented in a BOT Report in October or February when the TTFM is regularly scheduled to submit a portfolio for review and BOT action. Below are some examples of what this may look like in practice.

A fall 2020 (of AY2020-202) TTFM hire is scheduled to submit their 5th-semester portfolio following the February 2023 (of AY2022-2023) BOT Report TAP timelines but have asked for a full academic year extension; they would then be submitting their 5th-semester portfolio following February 2024 (of AY2023-2024) BOT timelines.

A fall 2020 (of AY2020-2021) TTFM hire submitted their 1st-semester portfolio following the February 2021 (of AY2020-2021) BOT Report TAP timelines and received a second-year contract. The TTFM is scheduled to submit its 3rd-semester portfolio following the BOT Report TAP timelines for February 2022 (of AY2021-2022) but has requested a one-year extension. The TTFM would be granted the extension and be provided an updated timeline by the college on when the TTFM would submit semester 3 and 5 portfolios by the February 2024 (of AY2023-2024) BOT Report TAP timelines.

A fall 2020 (of AY2020-2021) TTFM hire completed the Tenure Orientation Seminar (TOS) but requested a full academic year extension following the last TOS session. The TTFM did not submit a semester 1 portfolio for a second-year contract decision. The TTFM would be granted the extension and be provided an updated timeline by the college on when the TTFM would submit semester 1, 3, and 5 portfolios by February 2024 (of AY2023-2024) BOT Report Timeline.

Steps for requesting and notifying the Board of Trustees of One Academic Year Extension

College - One Academic Year Extension Process

TTFMs will make their one-academic-year extension request to their Dean. The request should be made following the local college's timeline asking for an extension.

Deans relay the request to the Vice President of Academic and Student Affairs (VP). Once the VP signs off on the request per the local college's timelines and process for such request, the Dean informs the TTFM, Dept. Chair and TAP Leader(s) that the VP has granted the extension and will notify the District Office of Academic Affairs for the extension to be on the applicable Board of Trustee (BOT) Report. In this notification to the TTFM, Dept. Chairs, and TAP Leader(s), the Dean, must communicate the updated tenure timeline and requirements to the TTFM.

During the normal communication period of contract actions to the District Office of Academic Affairs for the BOT Report, College Presidents or their Tenure Assistance Program (TAP) administrator designee (Vice President of Academic and Student Affairs) will notify of the extension.

College Presidents or their Tenure Assistance Program (TAP) administrator designee (e.g., Vice President of Academic and Student Affairs), when submitting the final tenure portfolio artifacts to the District Office will include an updated tenure timeline and requirements for the TTFM who received an extension that was communicated to the TTFM.

District Office Academic Affairs - One Academic Year Extension Process

Upon receiving communication from a College President or their Tenure Assistance Program (TAP) administrator designee of granting a semester extension to a TTFM, the Executive Director of Academic Affairs or the Sr. Project Manager of Faculty Development will respond confirming the action has been noted.

The Executive Director of Academic Affairs or the Sr. Project Manager of Faculty Development will prepare the Draft Board Report for one full academic year extension.

The Executive Director of Academic Affairs will share the draft Board Report with the Deputy Provost and Provost for review before submitting to the BOT Office.

CCC Tenure Process & One Semester Portfolio Extension

If a TTFM does not need a full year extension, they can choose to request a one semester extension for submission of a portfolio. The college is then responsible for notifying the BOT of the one semester extension.

One Semester Extension Applied

TTFMS can request a semester extension when they have identified they cannot submit the required portfolio artifacts in time for that semester's administrator review and BOT action but know they can complete by the following semester. A semester extension must be documented on a BOT Report in October or February when the TTFM is regularly scheduled to submit a portfolio for review and BOT action. Below is an example of what this may look like in practice.

A spring 2021 (of AY2020-2021) TTFM hire is scheduled to submit a semester 1 portfolio for a 2nd-year contract action following the October 2021 (AY2021-2022) BOT Report TAP timelines. The TTFM asked for a 1-semester extension. The extension was granted and indicated in the October 2021 BOT Report. The college provided the TTFM with their new timeline for submitting their semester 1 portfolio. This new timeline is that the TTFM would now follow February 2022 (AY2021-2022) BOT Report TAP timelines for semester 1 portfolio submission. Additionally, the college notified the TTFM that moving forward they would be submitting their semester 3 and 5 portfolios for the February BOT Report TAP timelines.

Steps for Requesting and Notifying the Board of Trustees of a One Semester Portfolio Extension

College Level - One Semester Portfolio Extension Process

TTFMs will make their one-semester portfolio extension request to their Dean. The request should be made following the local college's timeline for asking for a one semester portfolio extension.

Deans relay the request to the Vice President (VP) of Academic and Student Affairs. Once the VP signs off on the request per the local college's timelines and process for such request, the Dean informs the TTFM, Dept. Chair and TAP Leader(s) that the VP has granted the one semester portfolio extension. In this notification, the Dean must

communicate the updated tenure timeline for submitting their portfolios to the TTFM, Dept. Chair, and TAP Leaders(s).

During the normal communication period of contract actions to the District Office of Academic Affairs for the BOT Report, College Presidents or their Tenure Assistance Program (TAP) administrator designee (e.g., Vice President of Academic and Student Affairs) will notify of the one semester extension.

College Presidents or their Tenure Assistant Program (TAP) Administrator designee (Vice President of Academic and Student Affairs), when uploading the final tenure portfolio artifacts to the District Office via the TAP APP, will include an updated tenure timeline and requirements for the TTFM who received an extension that was communicated to the TTFM.

District Office of Academic Affairs Level - One Semester Portfolio Extension Process

Upon receiving communication from a College President or their Tenure Assistance Program (TAP) administrator designee of granting a semester extension to a TTFM, the Executive Director of Academic Affairs or the Sr. Project Manager of Faculty Development will respond confirming the action has been noted.

The Executive Director of Academic Affairs or the Sr. Project Manager of Faculty Development will prepare the Draft Board Report for the one-semester portfolio extension. The Executive Director of Academic Affairs will share the draft Board Report with the Deputy Provost.