College Tenure Process Report

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| College | Choose an item. |
| President |  |
| TAP leader(s) |  |
| Report completed by |  |
| Date submitted | Click here to enter a date. |

The **College Tenure Process Report** is completed in the spring semester of every academic year. During the spring semester the college conducts its own review (self-study) of the tenure process to determine strengths and areas for growth. This report is completed by the college administration once they have concluded their internal review. This report is used by the District Office of Academic Affairs to construct the District Tenure Process Report.

The objective of the district review is to review each college’s execution of the Tenure Assistance Program. To author the District Tenure Process Report, the District Office of Academic Affairs reviews: the College Tenure Process Report and portfolios and rubrics submitted by tenure-track faculty members from each college whose contract renewal/tenure decisions have already been board approved. A discussion of the findings is conducted with college administrators and TAP Leaders to affirm and recognize satisfactory performance against standards and where indicated identify opportunities for improvement at both the college and district levels.

Where necessary when a college is not meeting defined standards areas of focus are identified and should be addressed during the next academic. If a college is consistently not meeting defined standards an action plan will be developed with the college that outlines steps, an actionable timeline, responsible parties, and ways the District Office of Academic Affairs will monitor and support process improvement.

## Portfolios

Please list each tenure-track faculty member at the college whose portfolio was recently reviewed for contract renewal or tenure. For each faculty member, give name, discipline, and whether the portfolio is for Semester 1, 3, or 5.

Name Discipline Semester

**Click here to enter text.**

**Please review the standards and questions for each item on the following pages prior to conducting your self-study.**

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| Tenure Assistance Program (TAP) |
| **Standard:** TAP effectively supported tenure-track faculty members through the tenure process. The TAP leader’s execution of the orientation and second semester seminar are effective, as determined through an observation of the TAP leader, feedback from the department chairs, and the quality of the faculty members’ portfolio documents. |
| Based on the evidence specified above, does the college demonstrate adherence to the standard? |
| [ ] **Commendable / Exemplary**TAP **exceeded** the standard above by providing exemplary support to tenure-track faculty members. | [ ] **Acceptable**TAP **meet** the standard above. | [ ] **Borderline**TAP **does not consistently meet** the standard above. | [ ] **Unacceptable**TAP **rarely meets** the standard above. |
| Comments: (Provide support for the rating and include a discussion of how the evaluation was carried out by the college.) |

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| Mentor Program |
| **Standard:** The mentor program effectively supports tenure-track faculty members through the tenure process. The TAP leader’s execution of the mentor program are effective, as determined through an observation of the TAP leader, feedback from the department chairs, and the quality of the faculty members’ portfolio documents. |
| Based on the evidence specified above, does the college demonstrate adherence to the standard? |
| [ ] **Commendable / Exemplary**The Mentor Program **exceed** the standard above by providing exemplary support to tenure-track faculty members. | [ ] **Acceptable**The Mentor Program **meet** the standard above. | [ ] **Borderline**The Mentor Program **do not consistently meet** the standard above. | [ ] **Unacceptable**Mentor Program **rarely meet** the standard above. |
| Comments: (Provide support for the rating and include a discussion of how the evaluation was carried out by the college.) |

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| **Departmental Evaluation Criteria and Procedures** |
| Does the college administration have copies of the departmental evaluation criteria and procedures for evaluating tenure-track faculty? | [ ] **Yes** | [ ] **No** |
| Comments (Please discuss how and when these criteria and procedures are share with tenure-track faculty): |

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| **Self-Study Process** |
| Describe the process used to conduct this current self-study of the tenure process and the results of that self-study. If areas of concern have been identified, include plans to address concerns.  |

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| College President | Signature | Date Signed |
|  |  | Click here to enter a date. |