

## ***Responsibilities of the TAP Leader***

TAP Leaders are tenured faculty members who receive release time to, in conjunction with the college administration, ensure that the tenure process is being executed effectively, consistently, and in keeping with District standards. Each college must have at least one TAP Leader.

### **Responsibilities of TAP Leader**

- Attend and participate in all scheduled TAP Leader training
- Run the Mentor Program, which includes recruiting and training mentors; working with the Department Chair to match mentors with new tenure track faculty members; checking-in informally with tenure track faculty members and mentors to get feedback on the program; and making modifications and program improvements as necessary
- Work with TAP Leaders and TAP Coordinator to modify and/or update the Tenure Orientation Seminar for new faculty so that it remains current and is continually improving
- Organize and facilitate at least one session of the Tenure Orientation Seminar for new faculty (in conjunction with other TAP Leaders and TAP Coordinator)
- Work with TAP Leaders and TAP Coordinator to modify and/or update the Second Semester Seminar (in conjunction with other TAP Leaders and TAP Coordinator)
- Work with TAP Coordinator to organize and facilitate the Second Semester Seminar
- Help tenure track faculty members to design their ILSPs; provide formative feedback on this and other portfolio documents
- Accompany tenure-track tenure track faculty members to their Second Semester Review meetings
- Assist tenure Track faculty members in completing any required action plans, as needed
- Communicate the tenure process to faculty, Department Chairs, and administrators at the college; help ensure norming at the college
- Attend respective college norming session
- Act as a liaison to faculty council(s), local administration, and District Office
- Meet with administration and other TAP Leaders regularly to assess the program and make program improvements
- Work with District Office and TAP Coordinator to ensure quality control of the tenure process