

## A. Tenure Review and the Criteria Related to Exceptional Circumstances for Early Tenure Consideration

Tenure Review is a four-year process during which the institution gives support and positive reinforcement to probationary instructors. The tenure review process is a period of time when peers have the opportunity to work closely together in a mutually supportive manner, give each other assistance, resources, and the opportunity to discuss ideas and teaching techniques. Hence, the four-year tenure review period is one of validation, intended as a positive experience which sets the tone for the professional life of a new full-time instructor in this District.

Only in rare and exceptional circumstances is this period shortened and an individual faculty member is given the opportunity to be reviewed for tenure earlier than four years. Of course, being given the opportunity to go through an early tenure review process does not guarantee the awarding of early tenure or tenure after four years.

Qualifying elements and the criteria that comprise "Exceptional Circumstances" are as follows:

1. Senior Faculty member (with extensive experience as a tenured faculty member) from another community college or institution of higher education hired as faculty by the college because of his/her outstanding track record, expertise, and commitment to students and quality instruction; or,
2. The reputational qualities and contributions of the individual to a particular field and/or discipline are such that he or she is worthy of state/national/international recognition and the expectation is that this individual will bring same to the college, and have a dramatic qualitative impact on the program/college.
3. The individual faculty member in the early tenure review process must necessarily be engaged in a full-time faculty assignment. Approved release time opportunities for activities directly related to the academic mission of the institution shall not automatically disqualify an early tenure candidate from consideration; however, extensive time spent away from teaching during an abbreviated tenure review process may deprive a faculty member's department of their ability to assess his/her teaching ability and contributions. Such approved released time opportunities may include Union service of benefit to the College, as referenced in 4.f., below.
4. In terms of New Probationary Faculty with previous years of City College experience as a Part-time Faculty member, the following considerations should apply:
  - a) All candidates must satisfy condition number three above;

- b) Consideration of the extent to which candidate may meet criteria one, or two, above; or
- c) Long-term and consistent service as a part-time faculty member at City College, at least 10 years; and,
- d) At least 8 years of continuous academic service leading up to full-time status, should be at the level of an average of at least 50% academic service (this means consecutive, immediately prior service at City College, provided that approved absences under Article 13-1.H shall not be viewed as a break in service and may, depending on the activity, be counted as applicable service under this section); and,
- e) Documented evidence of sustained performance at a truly exceptional level, with a particular emphasis on teaching or other academic services (library, counseling, etc.). The potential applicant must show evidence of strong/outstanding teacher evaluations leading up to full-time status and during the period of Tenure Review; and,
- f) Documented evidence of a significant, high quality, and sustained level of involvement in College Service and in this area, the emphasis must be on college-wide service and not exclusively departmental. The latter distinction is critically important. Effective and high quality involvement in Departmental Committees which tie directly into college-wide issues related to teaching and learning, budget, curriculum, personnel, and facilities could be eligible to qualify as college-wide service. Involvement in various committees of shared governance, self-study, etc., would clearly qualify. Also eligible for consideration is work on employee relations or legislative programs of benefit to the College, which may include Union work (e.g., service on the Union negotiations team or service as a Union officer, including Grievance Officer, or Union work on behalf of legislative initiatives benefiting community colleges).
- g) "Exceptional circumstances" is not synonymous with a long history of hourly/part-time faculty assignments.

**B. Application of the Early Tenure Review Criteria**

1. In the first Fall semester of employment, or the third semester of employment (Fall) for those first under tenure review under Article 9.D.7.1.1, the Tenure Review Committee ("Committee") has the opportunity to measure the faculty member's qualifications against the criteria in Section A to determine if consideration for early tenure is warranted, as follows:

- a) A faculty member may initiate a request for consideration for early tenure based on the criteria in Section A above by submitting to the Committee the appropriate form (**FORM 1**) by the end of the sixth week of instruction. In so requesting, the faculty member shall consent to the Committee's review of the faculty member's application for employment.
  - b) During the first semester evaluation process, the Committee shall assess the faculty member's readiness for early tenure consideration in light of the criteria in Section A, the faculty member's application for employment, the content of the tenure review evaluation document and the information provided in **FORM 1**. The Committee and faculty member shall complete **FORM 2**, specially addressing the question of the extent to which the candidate meets the criteria set forth in Section A. The Committee and faculty member shall complete their forms by the end of the sixteenth week of instruction. Thereafter, the Committee shall promptly submit the completed form to the Chancellor or designee.
  - c) By unanimous vote of all members of the Committee or within one vote of being unanimous, the Committee may decide to recommend the faculty member as a candidate for early tenure. Should the appropriate number of members of the Committee so decide, the Committee shall submit a recommendation for early tenure consideration to the Chancellor (**FORM 3**) by the end of the sixteenth week of instruction, with each member of the Committee affirming his/her vote.
2. The Chancellor has the sole discretion to determine whether to advance a faculty member for consideration for early tenure. However, if the Chancellor is not inclined to support a recommended candidate for early tenure consideration, the Chancellor will meet with the Tenure Review Committee to allow for a discussion of perspectives before making a final decision, which shall not be subject to review.
  3. In the event that the Chancellor determines that a faculty member is to be afforded early tenure consideration, he or she shall so advise the Committee and faculty member by the end of the first week of instruction in the Spring semester. (**FORM 4**)
  4. If the faculty member is approved for consideration as a candidate for early tenure, the Committee shall evaluate the candidate in the Spring semester in the first year unless the candidate is in the second year of contract status under Article 9.D.7.1.1, and in the Spring semester of the second year unless the candidate has been granted early tenure after the first year. In each evaluation, the Committee and faculty member shall complete **FORM 5**, specifically assessing the candidate in light of the

evaluation criteria. The Committee and faculty member shall complete their forms by the end of the sixteenth week of instruction.

5. In the second and/or fourth semester, the Committee shall determine whether to recommend the candidate for early tenure. In order to make a positive recommendation, the Committee must reasonably conclude, based on the evaluations, that the instructor has demonstrated outstanding service to the District, above and beyond the “satisfactory or better” rating necessary to attain tenure after four years, consistent with the “rare and exceptional” finding originally made by the District. The decision to award early tenure will most likely be made at the conclusion of a two-year period. However, the Committee has the discretion to make this recommendation in the second semester. Candidates who have only three years of tenure review by virtue of application of Article 9.D.7.1.1 will, as a result, have the opportunity for only one year of early tenure review. Should the Committee decide to recommend early tenure by appropriate vote (per Article 9.D.7, unanimous or within one vote of being unanimous), they shall so certify on **FORM 5** and shall transmit their recommendation to the Chancellor for consideration at the end of the sixteenth week of instruction.
6. If the Committee recommends early tenure, the recommendation shall be submitted to the Chancellor for review prior to submission to the Board. In the event that the Chancellor agrees that early tenure is appropriate, he or she shall so recommend to the Board. If the Chancellor is not inclined to support a recommended candidate for early tenure, the Chancellor will meet with the tenure review committee to allow for a discussion of perspectives. Thereafter, if the Committee maintains its recommendation, the matter shall be referred to the Board per the provisions of 9.D.7.9. If the Committee does not recommend early tenure, the declination shall not proceed to the Board and not be reviewable. The final determination to grant early tenure is within the sole discretion of the Board and shall not be subject to review.
7. In the second semester, the Committee shall follow the recommendation/decision process in Article 9.D.7.3. If the Committee does not recommend early tenure at the conclusion of the second semester, (a) the declination to recommend early tenure shall not proceed to the Board, and (b) assuming renewal of the contract, a third semester evaluation is required, per Article 9.D.7.4. (Note: Consistent with Article 9.D.7.4, the Committee does not have the option to recommend early tenure at the conclusion of the third semester.)
8. In the fourth semester, the Committee shall follow the recommendation/decision process in Article 9.D.7.5. If the Committee does not recommend early tenure at the conclusion of the fourth semester, (a) the declination to recommend early tenure shall not proceed to the Board, and (b) assuming

renewal of the contract, the provisions of Article 9.D.4.3.5 shall apply. This means that the Committee will conduct a fifth and seventh semester evaluation, with the final decision regarding tenure being made in the seventh semester per 9.D.7.6.

9. In connection with early tenure, where the Board does not affirm the recommendation of the Committee, and upon request of the Committee Chairperson, the Chancellor or designee may meet with the Committee, prior to the next series of evaluations, to provide guidance.
- C. The standards for early tenure consideration and conferral are unique. They are not intended to, and shall not, modify the standards that apply for four-year tenure determinations.
- D. This Exhibit K does not affect or limit employee's Tenure Review Grievance rights under Article 22.F., including the provisions, timelines and procedures set forth in 22.F.2 - 22.F.5.

**[FORM 1]**

San Francisco Community College District

**SELF EVALUATION GUIDELINES**  
REQUEST FOR EARLY TENURE REVIEW

Name \_\_\_\_\_ Assignment\_\_\_\_\_

Instructor     Counselor     Librarian     Other (*Specify*):\_\_\_\_\_

Tenure is a four-year process during which the institution gives support and positive reinforcement to probationary instructors. Only in rare and exceptional circumstances is this period shortened and an individual faculty member given the opportunity to be reviewed for tenure earlier than four years. Of course, being given the opportunity to go through an early tenure review process does not guarantee the awarding of early tenure or tenure after four years.

*Please indicate how or in what manner you exhibit the following qualifying elements or criteria that comprise "Exceptional Circumstances."*

**A. NEW PROBATIONARY-FACULTY WITHOUT PRIOR YEARS OF PART-TIME SERVICE AT CITY COLLEGE**

***PLEASE PROVIDE A DETAILED EXPLANATION OF HOW YOU MEET THE FOLLOWING CRITERIA:***

1. You were a Tenured Senior Faculty member at another community college or institution of higher education with an outstanding track record, expertise, and commitment to students and quality instruction; **or**
2. Your reputational qualities and contributions to a particular field and/or discipline are worthy of state, national, or international recognition and the expectation is that you will bring same to the college, and have a dramatic qualitative impact on the program/college.

**B. NEW PROBATIONARY-FACULTY WITH PREVIOUS YEARS OF CITY COLLEGE EXPERIENCE AS A PART-TIME FACULTY MEMBER**

***PLEASE PROVIDE A DETAILED EXPLANATION OF HOW YOU MEET THE FOLLOWING CRITERIA:***

1. You were a Tenured Senior Faculty member at another community college or institution of higher education with an outstanding track record, expertise, and commitment to students and quality instruction; **or**
2. Your reputational qualities and contributions to a particular field and/or discipline worthy of state, national, or international recognition and the expectation is that you will bring same to the college, and have a dramatic qualitative impact on the program/college; **or**

3. You meet all of the following criteria:
- a) Long-term and consistent service as a part-time faculty member at City College, at least 10 years; **and**
  - b) At least 8 years of continuous academic service leading up to full-time status, should be at the level of at least 50% pro rata academic service (this means consecutive, immediately prior service at City College, provided that approved absences under Article 13-1.H shall not be viewed as a break in service and may, depending on the activity, be counted as applicable service under this section); **and**
  - c) Documented evidence of sustained performance at a truly exceptional level, with a particular emphasis on teaching or other academic services (library, counseling, etc.). You must show evidence of strong/outstanding teacher evaluations leading up to full-time status and during the period of Tenure Review; **and**
  - d) Documented evidence of a significant, high quality, and sustained level of involvement in College Service and in this area, the emphasis must be on college-wide service and not exclusively departmental. The latter distinction is critically important. Effective and high quality involvement in Departmental Committees which tie directly into college-wide issues related to teaching and learning, budget, curriculum, personnel, and facilities could be eligible to qualify as college-wide service. Involvement in various committees of shared governance, self-study, etc., would qualify. Also eligible for consideration is work on employee relations or legislative programs of benefit to the College, which may include Union work (e.g., service on the Union negotiations team or service as a union officer, including grievance officer, or work on behalf of legislative initiatives benefiting community colleges).

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*Note: Per Exhibit K, Section A.3, to qualify for early tenure, you must necessarily be engaged in a full-time faculty assignment. Approved release time opportunities for activities directly related to the academic mission of the institution will not automatically disqualify you from consideration. However, extensive time spent outside away from teaching during an abbreviated tenure review process may deprive your department of their ability to assess your teaching ability and contributions. Such approved release time opportunities may include Union service of benefit to the College as referenced in Exhibit K, Section A.4.f.*

**[FORM 2]**

San Francisco Community College District

**EARLY TENURE REVIEW REQUEST EVALUATION  
FOR CONTRACT EMPLOYEES****[Note: this form is to be completed by the end of the sixteenth week of instruction.]**

Name \_\_\_\_\_ Assignment \_\_\_\_\_

- Instructor     Counselor     Librarian     Other (*Specify*): \_\_\_\_\_  
 Contract 1<sup>st</sup> Year     Contract 2<sup>nd</sup> Year

***[Please attach supporting documentation]  
[Use additional sheets if necessary]***

Tenure is a four-year process during which the institution gives support and positive reinforcement to probationary instructors. Only in rare and exceptional circumstances is this period shortened and an individual faculty member given the opportunity to be reviewed for tenure earlier than four years. Of course, being given the opportunity to go through an early tenure review process does not guarantee the awarding of early tenure or tenure after four years.

*Please indicate how or in what manner the candidate exhibits the following qualifying elements or criteria that comprise "Exceptional Circumstances."*

**A. NEW PROBATIONARY-FACULTY WITHOUT PRIOR YEARS OF PART-TIME SERVICE AT CITY COLLEGE**

***PLEASE PROVIDE A DETAILED EXPLANATION OF HOW THE CANDIDATE MEETS THE FOLLOWING CRITERIA:***

1. Tenured Senior Faculty member at another community college or institution of higher education with an outstanding track record, expertise, and commitment to students and quality instruction; **or**
2. The reputational qualities and contributions of the individual to a particular field and/or discipline are worthy of state, national, or international recognition and the expectation is that the individual will bring same to the college, and have a dramatic qualitative impact on the program/college.

**B. NEW PROBATIONARY-FACULTY WITH PREVIOUS YEARS OF CITY COLLEGE EXPERIENCE AS A PART-TIME FACULTY MEMBER**

***PLEASE PROVIDE A DETAILED EXPLANATION OF HOW THE INDIVIDUAL MEETS THE FOLLOWING CRITERIA:***

1. Tenured Senior Faculty member at another community college or institution of higher education with an outstanding track record, expertise, and commitment to students and quality instruction, **or**

2. The reputational qualities and contributions of the individual to a particular field and/or discipline worthy of state, national, or international recognition and the expectation is that the individual will bring same to the college, and have a dramatic qualitative impact on the program/college; **or**
3. The individual meets all of the following criteria:
  - a) Long-term and consistent service as a part-time faculty member at City College, at least 10 years; **and**
  - b) At least 8 years of continuous academic service leading up to full-time status, should be at the level of at least 50% pro rata academic service (this means consecutive, immediately prior service at City College, provided that approved absences under Article 13-1.H shall not be viewed as a break in service and may, depending on the activity, be counted as applicable service under this section); **and**
  - c) Documented evidence of sustained performance at a truly exceptional level, with a particular emphasis on teaching or other academic services (library, counseling, etc.). The individual must show evidence of strong/outstanding teacher evaluations leading up to full-time status and during the period of Tenure Review; **and**
  - d) Documented evidence of a significant, high quality, and sustained level of involvement in College Service and in this area, the emphasis must be on college-wide service and not exclusively departmental. The latter distinction is critically important. Effective and high quality involvement in Departmental Committees which tie directly into college-wide issues related to teaching and learning, budget, curriculum, personnel, and facilities could be eligible to qualify as college-wide service. Involvement in various committees of shared governance, self-study, etc., would qualify. Also eligible for consideration is work on employee relations or legislative programs of benefit to the College, which may include Union work (e.g., service on the Union negotiations team or service as a union officer, including grievance officer, or work on behalf of legislative initiatives benefiting community colleges).

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*Note: Per Exhibit K, Section A.3, to qualify for early tenure, the individual must necessarily be engaged in a full-time faculty assignment. Approved release time opportunities for activities directly related to the academic mission of the institution will not automatically disqualify an early tenure candidate from consideration. However, extensive time spent outside away from teaching during an abbreviated tenure review process may deprive a faculty member's department of their ability to assess his/her teaching ability and contributions. Such approved release time opportunities may include Union service of benefit to the College as referenced in Exhibit K, Section A.4.f.*

[FORM 3]

**RECOMMENDATION**  
**FOR EARLY TENURE REVIEW OF**

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**Whereas** Tenure is a four-year process during which the institution gives support and positive reinforcement to probationary instructors; and

**Whereas** Only in rare and exceptional circumstances is this period shortened and an individual faculty member given the opportunity to be reviewed for tenure earlier than four years; and

**Whereas** The members of the Tenure Review Committee whose signatures appear below have reviewed the record and accomplishments of the above-named faculty member; and

**Whereas** The members of the Tenure Review Committee whose signatures appear below believe the aforementioned record and accomplishments demonstrate the requisite rare and exceptional circumstances necessary to support a recommendation for early tenure review;

The Undersigned hereby request and recommend the above-named faculty member as a candidate for consideration of early tenure.

_____	_____
_____	_____
_____	_____
_____	_____

The following committee member dissents from the recommendation for early tenure:

\_\_\_\_\_

[FORM 4]

**APPROVAL OF  
EARLY TENURE REVIEW FOR**

**Whereas** Tenure is a four-year process during which the institution gives support and positive reinforcement to probationary instructors; and

**Whereas** Only in rare and exceptional circumstances is this period shortened and an individual faculty member given the opportunity to be reviewed for tenure earlier than four years; and

**Whereas** The members of the Tenure Review Committee for the above-named instructor have recommended that the above-named instructor be given the opportunity to be reviewed for tenure earlier than four years; and

**Whereas** I have determined the above-named instructor's record and accomplishments demonstrate the requisite rare and exceptional circumstances necessary to support a recommendation for early tenure review;

The recommendation of the Tenure Review Committee is hereby approved.

The above-named instructor shall be reviewed for early tenure.

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date

**[FORM 5]**  
 San Francisco Community College District  
**PEER-MANAGEMENT EVALUATION FORM**  
**FOR CONTRACT EMPLOYEES UNDER EARLY TENURE REVIEW**

*[To be used only when the Chancellor has determined that the faculty member is to be afforded consideration for early tenure.]*

Name \_\_\_\_\_ Department \_\_\_\_\_

Instructor    Counselor    Librarian    Resource Instructor    Other - Specify: \_\_\_\_\_

Contract, 1st Year    Contract, 2nd Year

***[Use additional sheet(s) if necessary.]***

**A. PROFESSIONAL QUALITIES** *(To be answered for ALL FACULTY.)*

<b>1. Professionalism</b>	Outstanding	Satisfact. Or Better	Satisfact. but Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
a. Keeps current in discipline.						
b. Has good rapport with colleagues.						
c. Accepts criticism.						
d. Submits required departmental reports/information, including census, positive attendance, and/or grade sheets on time.						
e. Maintains adequate and appropriate records.						
f. Observes health and safety regulations.						
g. Demonstrates sensitivity in working with students, faculty, and staff from diverse academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.						
h. Attends required meetings.						

Comment on the professionalism of this instructor.

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<b>2. Professional Contributions</b>	Outstanding	Satisfact. Or Better	Satisfact. but Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
a. Makes contributions to the discipline/department/district.						
b. Serves effectively on special assignments, committees, projects, and research and development areas as needed by the discipline/department/district.						
c. Bears an appropriate share of faculty responsibilities.						

Comment on the professional contributions of this instructor.

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*[Complete the section(s) that apply.]*

**B. JOB PERFORMANCE – CLASSROOM INSTRUCTORS (INCLUDES DISTANCE EDUCATION)**

**Course Observation**

**Video Observation**

1. <b>Course Content</b> <i>(To be answered for all CLASSROOM FACULTY.)</i>	Outstanding	Satisfact. or Better	Satisfact. But Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
a. The course content is up to date and appropriate.						
b. The course content is taught in an approach that is acceptable to the discipline/department.						
c. The class segment observed and any materials furnished were pertinent to the course outline.						
d. The class is taught at an appropriate level.						
e. The pacing of the class is appropriate to the level and the material presented.						

Comment on the course content and the subject knowledge of the instructor.

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2. <b>Course Presentation</b> <i>(To be answered for all CLASSROOM FACULTY.)</i>	Outstanding	Satisfact. or Better	Satisfact. but Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
a. Establishes a student-instructor relationship conducive to learning.						
b. Communicates ideas clearly, concisely, and effectively.						
c. Demonstrates sensitivity to the learning difficulties of the student.						
d. Stimulates students' interest in the field and their desire to learn.						
e. Tests students' progress in valid and appropriate ways.						
f. Uses class time efficiently (classroom observation only).						
g. Student-instructor contact is timely and appropriate (Distance Education only).						
h. Course structure is consistent and easy to navigate (Distance Education only).						

Comment on the course presentation of the instructor.

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***[When this section has been completed, continue with Section D - Overall Rating.]***

PEER-MANAGEMENT EVALUATION FORM FOR CONTRACT EMPLOYEES UNDER EARLY TENURE REVIEW

**C. NON-CLASSROOM FACULTY (Librarians, Counselors, Resource Instructors, Others)**

	Outstanding	Satisfact. or Better	Satisfact. But Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
<b>1. This section to be answered only for LIBRARIANS.</b>						
a. Provides students with instruction and materials, at the reference desk, that are appropriate for their needs; is able to refer students when necessary.						
b. Maintains effective communication and outreach to department and program faculty as assigned.						
c. Contributes to building, organizing, and maintaining library collections and resources.						
d. Communicates ideas clearly, concisely, and effectively during workshops and instructional sessions at the reference desk.						
e. Presents material in ways that actively engages student learning in workshops and at the reference desk.						
f. Strives to maintain an environment conducive to study, research, reading, and learning.						

Comment on the performance of this faculty member in relation to the section above.

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	Outstanding	Satisfact. or Better	Satisfact. But Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
<b>2. This section to be answered only for COUNSELORS.</b>						
a. Provides opportunities for counsees to express concerns, listens well, and is accessible to students.						
b. Helps students define problems, and is able to support counsees in seeking solutions to their problems.						
c. Researches questions brought by counsees or directs counsees to appropriate sources of information/assistance when advisable.						
d. Keeps current with District classes, programs, and resources for students.						
e. Demonstrates knowledge of District policies and procedures affecting students.						
f. Communicates well with faculty.						

Comment on the performance of this faculty member in relation to the section above.

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<b>3. This section to be answered only for RESOURCE INSTRUCTORS.</b>	Outstanding	Satisfact. or Better	Satisfact. But Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
a. Responds to instructors' resource needs.						
b. Develops instructional resources.						

Comment on the performance of this faculty member in relation to the section above.

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<b>4. This section to be answered only for ALL OTHER NON-CLASSROOM FACULTY.</b>	Outstanding	Satisfact. or Better	Satisfact. But Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
a. Communicates well with faculty, staff, students, and administrators as appropriate.						
b. Keeps current with District policies and programs.						

Comment on the performance of this faculty member in relation to the section above.

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**Additional Criteria for Non-classroom Faculty May be Determined by Discipline/Department.**  
(See Department Head/Dean/Director.) (Must have approval of District and Union.)

**D. IMPROVEMENT SINCE LAST EVALUATION**

<b>1. This section to be answered for ALL FACULTY.</b>	Outstanding	Satisfact. or Better	Satisfact. But Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
a. Seeks to improve in those areas where deficiencies were noted in previous evaluations.						
b. Maintains and updates tenure review portfolio.						
c. Endeavors to be well-informed of departmental and college goals, needs, regulations, etc.						

Comment on this employee's progress since the last evaluation? (Please give detailed comments on

a., b., and c. above): \_\_\_\_\_

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**E. OVERALL RATING - ALL FACULTY**

1. Strengths/Outstanding Performance Areas: \_\_\_\_\_

\_\_\_\_\_

2. Plans for Improvement: \_\_\_\_\_

\_\_\_\_\_

3. Summary: How do you rate overall performance of this faculty member? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***To be completed when this form is used as the working document for a visitation:***

PRE-CONFERENCE: \_\_\_\_\_  
DATE TIME

VISITATION: \_\_\_\_\_  
DATE TIME

POST-CONFERENCE: \_\_\_\_\_  
DATE TIME

**RECOMMENDATION**

EVALUATEE (Please Print): \_\_\_\_\_

Department: \_\_\_\_\_ Semester \_\_\_\_\_

**TENURE REVIEW COMMITTEE RECOMMENDATION TO CHANCELLOR/BOARD OF TRUSTEES**

**Key** (See Article 9, Section D.7 of Agreement and Exhibit K, Section B, et seq.):

Second Semester:	Check Box 1 or 2
Third Semester:	Check Box 3 or 4
Fourth Semester:	Check Box 1, 3 or 4

- 1. Tenure **should be granted** effective the fall semester of the next academic year. (This recommendation may be made during the second or fourth semesters of employment. The Committee does not have the option to recommend early tenure at the conclusion of the third semester. The decision to award early tenure will most likely be made at the conclusion of a two year period. However, the Committee has the discretion to make this recommendation in the second semester. Candidates who have only three years of tenure review by virtue of Section 9.D.7.1.1 will, as a result, have the opportunity for only one year of early tenure review.)\*
- 2. Readiness for early tenure **should be reassessed** in the fourth semester. (This recommendation applies if, in the second semester *only*, the Committee determines not to confer early tenure at that time.)
- 3. Contract for contract employee under early tenure review **should be renewed** for a period of two years effective the fall semester of the next academic year. (This recommendation may be made on this form only at the end of the third or fourth semester of employment. If the Committee makes this recommendation, the Committee will conduct a fifth and seventh semester evaluation with the final decision regarding tenure to be made in the seventh semester utilizing the standard peer-management evaluation form, Exhibit J. See 9.D.7.6.)\*
- 4. Contract for contract employee under early tenure review **should not be renewed**. (This recommendation may be made on this form only at the end of the third semester of employment or at the end of the fourth semester of employment, provided the Committee made a negative recommendation at the end of the third semester of employment.)\*

\*NOTE: In the evaluation of contract employees, the base-line "first semester" of employment is deemed to be the first fall semester of employment.

Continued, next page

RECOMMENDATION (Continued)

EVALUATION TEAM

Please Print Names:

Signatures:

Date:

- 1. \_\_\_\_\_ 1. \_\_\_\_\_  I do not concur.  
COMMITTEE CHAIR
- 2. \_\_\_\_\_ 2. \_\_\_\_\_  I do not concur.  
DEPARTMENT CHAIR
- 3. \_\_\_\_\_ 3. \_\_\_\_\_  I do not concur.
- 4. \_\_\_\_\_ 4. \_\_\_\_\_  I do not concur.
- 5. \_\_\_\_\_ 5. \_\_\_\_\_  I do not concur.
- 6. \_\_\_\_\_ 6. \_\_\_\_\_  I do not concur.
- 7. \_\_\_\_\_ 7. \_\_\_\_\_  I do not concur.
- 8. \_\_\_\_\_ 8. \_\_\_\_\_  I do not concur.

NOTE: An evaluator who does not concur must attach a dissenting report.

EVALUATEE

I have had an opportunity to read this evaluation.

Evaluatee Comments, if any: \_\_\_\_\_

\_\_\_\_\_

Signature of Evaluatee: \_\_\_\_\_ Date: \_\_\_\_\_

(The signature of the evaluatee shall not necessarily indicate agreement with the opinions expressed but only that she/he has had an opportunity to read this report.)

I have had an opportunity to read this evaluation, and I do not concur.

Check one:  I have attached a rebuttal.

I will forward a rebuttal within one week.

Signature of Evaluatee: \_\_\_\_\_ Date: \_\_\_\_\_

The evaluatee has refused to sign this evaluation.

Committee Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_