OBJECTIVE: To establish guidelines for recommending the granting of tenure to probationary faculty who have completed five consecutive academic years of exemplary job performance and service to the College.

PROCEDURE:

I. Tenure Committee Charge

A. The President will appoint the Tenure Committee based on the College Procedure on Committees (2.01.01.14: Committees).

B. The Tenure Committee will convene for the purpose of reviewing the tenure application materials, interviewing candidates and their respective supervisors with consideration as to the criteria as outlined in Section VII of this Procedure Statement.

C. Each member of the Tenure Committee will determine whether the tenure candidate should be recommended for tenure, not recommended for tenure, or should be extended a sixth year due to extenuating reasons. Each member of the Tenure Committee will sign the processing form and designate their individual recommendation (Tenure Committee Recommendation, Form #7).

D. A minimum vote of two-thirds of the Tenure Committee is required for a recommendation for tenure to be granted to a candidate, or for the recommendation for the granting of a sixth probationary year of employment. The Administrative Liaison is a non-voting member of the committee (See College Procedure 2.01.01.14: Committees).

E. Recommendations will be forwarded to the President through the Administrative Liaison for those candidates who have successfully met the College’s criteria for tenure, for those candidates who are not recommended for tenure, and for the candidates for whom a sixth year is recommended for extenuating reasons.

II. General Provisions and Definitions:

A. “Tenure is assurance to a full-time faculty member who has served a full probationary period that he or she may expect to continue in his or her faculty position with the District unless adequate cause for dismissal is demonstrated” (Board Policy 3.07.02). Tenure is reserved for a probationary faculty member who has demonstrated his/her exemplary performance and service to the College. Tenure is worthy of respect and dignity and is under faculty purview.

B. A Tenure Candidate is a probationary faculty member who has completed a minimum of four generally consecutive academic years of eligible service. The candidate will be identified as such according to the official personnel records in the Personnel Services Department and the criteria stated within this procedure. A tenure candidate will be evaluated according to the requirements in the procedure which were in place at the time of the initial tenure track appointment.

C. An Administrative Supervisor is the tenure candidate’s immediate administrative supervisor of record, such as a Dean, with the following exceptions:

1. Change of supervisor in same faculty position:

   a. Tenure candidates who have remained in the same faculty position (i.e., same discipline department) but have had a change in administrative supervisor within the last two years of the five-year eligibility time period will be given a choice of designated administrative supervisor for the fifth year review and evaluation of the tenure candidate’s portfolio, completion of the
form Administrative Tenure Recommendation (Form #5), and interview with the Tenure Committee.

b. The above choice is limited to supervisors under whom the candidate has served for at least one year.

2. Change in faculty position:

Tenure candidates who have been hired into a different faculty position during the tenure-track, probationary period will follow the guidelines outlined in Section X, “Change in Faculty Position during Probationary, Tenure-Track Period” of this procedure.

D. The Tenure Committee is a District-wide Committee of tenured faculty.

1. The Committee will consist of the Administrative Liaison, seven tenured instructors, one tenured librarian and one tenured counselor.

2. The instructors will reflect a fair representation of both the arts and sciences and occupational education instructional areas.
   a. The faculty representation on the committee will reflect the diversity of ethnicity and gender.
   b. All faculty members on the Tenure Committee will be voting members.

3. The terms of the Committee members will be for two years and will rotate on a staggered basis with approximately one half (4-5) of the Committee changing membership each year. Rotation will take place prior to the beginning of the academic year.

4. The Tenure Committee Chairperson is a Committee member elected by the Committee by majority vote.
   a. The Committee will elect a chairperson, every academic year, who will serve the entire academic year and be a voting member of the Committee.
   b. The chairperson will conduct the normal business of the Tenure Committee and, in conjunction with the Administrative Liaison, ensure that the review of the candidates’ application materials, the Committee interviews of the candidates, and the proper Committee review forms are completed according to the established procedure described within this document.

E. The Administrative Liaison is a non-instructional administrator appointed by the President and assigned for a three-year term as the liaison to the Tenure Committee, and is a non-voting member of the Committee.

1. The Administrative Liaison shall serve to facilitate the instruction and orientation of the Committee in the tradition and concept of tenure.

2. The Administrative Liaison shall also promote clarity in tenure criteria and equitable consistency in Committee decisions, and to ensure prudent adherence to tenure review procedures.

F. Peer Review Committee

1. The Peer Review Committee is a committee selected by the candidate and the candidate’s administrative supervisor and is composed of a minimum of three to five tenured faculty. The candidate will have the opportunity to select one member, the administrative supervisor will select one member, and the administrative supervisor and the candidate will discuss and select the third member by mutual agreement. Any additional committee members will also be chosen by mutual agreement between the candidate and the candidate’s administrative supervisor. The candidate and the administrative supervisor will each select one tenured faculty member from the candidate’s discipline or related discipline, as identified from the aggregate of the following sources in priority order: (1) the candidate’s campus-based discipline, (2) the candidate’s District-wide discipline, (3) and if necessary, the candidate’s division.
2. The Peer Review Committee will be appointed at the beginning of the Tenure Candidate’s third year and will, whenever possible, continue this responsibility through the Tenure Candidate’s evaluation for tenure in the fifth (and sixth, if applicable) year. A factor in choosing members to serve on the third year Peer Review Committee is consideration of their commitment to mentor the candidate during the remainder of the probationary period.

3. The recommended Peer Review Committee membership will be submitted to the respective Vice President for review and approval.

4. The composition of the Peer Review Committee will reflect diversity of ethnicity and gender, with the primary focus on faculty from the candidate’s discipline.

5. If a Peer Review Committee member subsequently needs to be replaced, the administrative supervisor will follow the same guidelines as outlined above.

6. Each Peer Review Committee member will review the tenure candidate’s application materials and will forward a recommendation regarding the candidate’s tenure to the appropriate candidate’s administrative supervisor during the candidate’s third and fifth years (as well as fourth and sixth, if applicable). The administrative supervisor and the Peer Review Committee will immediately share the third year review with the tenure candidate.

7. The Third Year Peer Review committee and the administrative supervisor will meet and immediately share this review with the tenure candidate.

III. Tenure Eligibility

During the fall semester of a faculty member’s fifth year of eligible service in a probationary status, the faculty member will be eligible to be evaluated for tenure and may, if he/she wishes to be considered for tenure, submit tenure portfolio materials for the review and evaluation of tenure in accordance with this procedure.

A. Eligible service shall be at least 60 percent of the required instructional duties, and for counselors and librarians, at least 60 percent of required regular duties for each fall and spring semester.

B. Exceptions to the above guidelines will be approved as they occur on a semester-by-semester basis by the Administrative Supervisor and the Vice President. Any such exceptions will be documented in the tenure candidate’s portfolio materials.

IV. Tenure Criteria

Consideration of candidates for tenure shall be based on the fulfillment of the following weighted criteria:

A. Evidence of Exemplary Job Performance - 50 percent. Exemplary job performance reflects efforts made to provide optimum opportunity for student success. Teaching performance includes, but is not limited to: teaching practices, techniques, classroom style, and efforts made to provide maximum opportunity for student success. Counselor performance includes, but is not limited to: teaching performance, marketing/recruitment activities, and participation in counseling center activities. Librarian performance includes, but is not limited to: library instruction, techniques and practices.

B. Evidence of Exemplary Fulfillment of Professional Responsibilities - 25 percent. Professional responsibilities are defined in the respective faculty job descriptions. Professional responsibilities include, but are not limited to: performance of job description requirements such as participation in division/discipline activities, service on District committees, student advising, appropriate record-keeping, meeting classes as scheduled, and posting and maintaining office hours.

C. Evidence of Ongoing Professional Growth - 15 percent. Professional growth refers to activities which enhance the candidate’s job performance. Professional growth includes, but is not limited to: participation in District development activities such as scheduled workshops, and participation in individual development activities such as advanced course work, relevant continuing education activities, leadership and participation in professional organizations and conferences, and individual research and publications.

D. Evidence of Ongoing Professional Service to the Community/State - 10 percent. Service to the community refers to activities that enhance the quality of life for a community. Professional service includes, but is not
limited to: leadership or participation in community or other committees, boards, and organizations, presentation or performances for community or other groups, community service teaching activities, and professional achievements.

V. Tenure Orientation

A. New probationary faculty members, as part of their orientation to the District, will be provided with a copy of the Tenure Review and Recommendations Procedure (#3.07.02.10) including the Tenure Criterion Specifications for the faculty member’s specific position (Teaching Faculty, Counseling Faculty, or Library Faculty) (See pages 10-16 of this procedure).

The Administrative Liaison will also provide all candidates with the opportunity to attend a workshop regarding tenure portfolio preparation during both fall and spring faculty development sessions. Probationary faculty must attend at least one such workshop annually.

B. The Administrative Liaison will ensure that a mandatory workshop is conducted by the Chair of the Tenure Review Committee for all administrative supervisors regarding the tenure procedure and confidentiality of the process every fall semester.

C. The Administrative Liaison and the Chair of the Tenure Review Committee will conduct a mandatory workshop for the Peer Review Committees prior to their review of the third and fifth (as well as fourth and sixth, if applicable) tenure portfolios.

VI. Tenure Eligibility Verification and Notification

A. During the spring semester of each year, the Personnel Services Department will notify the appropriate administrative supervisor of those probationary faculty who will begin their fifth year of eligible employment with the College during the next academic year. The Personnel Services Department will also verify each candidate’s fulfillment of the required sixty (60) percent of contractual obligations, or approved exception, based on the employment records.

B. During the spring semester prior to the academic year for tenure review, the office of the Administrative Liaison will again provide each candidate with materials including the Tenure Review and Recommendations procedure in place at the time of the initial tenure track appointment, Tenure Criterion Specifications addendum, and timelines for submission of the tenure portfolio materials (reference the Calendar of Events).

VII. Tenure Procedural Steps

A. Performance Evaluations

The candidate shall be evaluated each year in accordance with the faculty evaluation procedure (3.22.01.14: Full-Time Faculty Evaluation) utilizing the Self-Evaluation and Reflection Form (Section III. A.), Composite Evaluation Form (Section III.B), and Classroom-Performance Evaluation Form (Section IV. A.). Pursuant to this procedure and the guidelines provided below, the administrative supervisor will conduct the yearly performance evaluation. The supervisor shall schedule an interview with the faculty member to review the candidate’s progress. This procedure provides the faculty member the opportunity to maintain and/or improve his/her teaching performance and other activities.

<table>
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<tr>
<th>PROBATIONARY YEAR</th>
<th>EVALUATION TO BE CONDUCTED BY</th>
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<tr>
<td>First</td>
<td>February 1</td>
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<td>Second-Fourth</td>
<td>October 1</td>
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B. Annual Administrative Assessment

As part of the annual performance evaluation of the tenure candidate, the administrative supervisor will make an overall assessment regarding the tenure candidate. This evaluation assessment may include a number of options, including the continuation of the candidate in a probationary status, the continuation of the candidate in a probationary status with the need for the tenure candidate to address performance areas requiring improvement, non-renewal of the candidate, or other appropriate recommendation. Any recommendation for non-renewal will be consistent with Board Policy 3.07.02, Faculty, and College Procedure 3.22.04.10, Employee Performance. A recommendation outlining the proposed course of action will be forwarded by the administrative supervisor to the appropriate Vice President, in accordance with the timelines noted in section VII.A above.
C.  Recommendation for Probationary Status with Improvement

In the event that the probationary faculty member is recommended for continued probationary status with improvement during any year of the faculty member’s probationary period, the administrative supervisor will develop of a Plan of Action outlining the areas for necessary improvement and will review this plan with the faculty member prior to the end of the academic year. The Plan of Action for improvement will be used in the subsequent year’s performance evaluation.

D.  Non-Renewal or Dismissal Recommendation

If, at any point, during the tenure review process, there is cause to non-renew the probationary faculty member’s contract, or there is cause for the dismissal of the probationary faculty member, the administrative supervisor will make such a recommendation in accordance with College Procedure 3.22.04.10, Employee Performance, and Board Policy 3.07.02, Faculty, or Board Policy 3.38.01, Dismissal or Suspension of Contracted Faculty.

E.  Third Year Tenure Evaluation

In the fall semester of the third year of employment as a probationary faculty member, the faculty member will complete the form Candidate’s Third-Year Progress Report for Tenure Track Faculty (Form #1) in addition to the annual evaluation by the administrative supervisor. The administrative supervisor (using Form #4, Third-Year/Administrative Progress Report) and the Peer Review Committee (using Form #3, Third-Year Peer Review Committee Recommendations), as outlined in the procedure’s definitions, will review and evaluate the candidate’s tenure portfolio. The administrative supervisor will communicate his/her third-year probationary performance review recommendation to the tenure candidate and will assist the candidate to maintain and/or improve his/her performance. If a Plan of Action is developed during any probationary year as a result of a recommendation for continued probationary status with improvement, a copy of the Plan of Action will be included in the candidate’s tenure application materials. If the Plan of Action is developed during the third year, the Peer Review Committee may also participate in evaluating the candidate’s progress under the Plan of Action during the following year.

F.  Tenure Portfolio Preparation and Organization

1.  The probationary faculty member will begin preparation of the tenure track portfolio during his/her first year of employment.

2.  During the fall semester of the probationary faculty member’s fifth (and sixth year, if applicable), the probationary faculty member will present a portfolio of tenure application materials for review by the Peer Review Committee, the administrative supervisor, the Vice President, and the Tenure Committee. This portfolio should include all of the materials outlined in the Tenure Criterion Specifications for the candidate’s specific position (Teaching Faculty, Counseling Faculty, or Library Faculty) (See pages 10-16 of this procedure). The portfolio should be prepared and organized as stated.

G.  Tenure Portfolio Submission and Deadline

1.  It is the candidate’s responsibility to forward the completed tenure portfolio to the probationary faculty member’s administrative supervisor and to ensure that all materials are completed and submitted by the indicated deadline on the Calendar of Events for the Tenure Review Process for the given Academic Year. There will be strict adherence to the Calendar of Events.

2.  Tenure portfolios for the fifth year review which are submitted after the announced deadline will NOT be accepted and the tenure candidate will not be considered for tenure. If, however, there are mitigating circumstances for a late submission, the tenure candidate may appeal this deadline by submitting in writing the compelling reason(s). The immediate supervisor will make a recommendation to the Vice President on whether or not to accept the tenure portfolio materials after the deadline. The Vice President’s decision on the acceptance of the tenure portfolio will be final.

3.  If the decision is to deny acceptance of the tenure portfolio, the probationary faculty member will not be eligible for tenure consideration and, further, it will be the faculty member’s last year of probationary employment with the College.

H.  Peer Review Committee’s Review and Evaluation
1. The Peer Review Committee will review the portfolio of the tenure candidate with consideration as to the criteria outlined in Section III of this procedure during the fall semester of the probationary faculty member’s third year and fifth year (and sixth, if necessary). The Peer Review Committee will also review the portfolio during the fourth year, if a Plan of Action was developed during the faculty member’s third probationary year. The Peer Review Committee will complete the appropriate evaluation form, e.g., the Third-Year Individual Peer Review Committee Evaluation (Form #2) and the Third-Year Peer Review Committee Recommendation form (Form #3).

2. The Peer Review Committee will forward each candidate’s portfolio along with the completed Peer Review Committee evaluation or recommendation form to the candidate’s administrative supervisor for each year in which they evaluate the candidate.

3. The administrative supervisor may reconvene the Peer Review Committee for clarification, as necessary.

I. Administrative Supervisor’s Review and Evaluation

1. The administrative supervisor will review and evaluate the tenure candidate’s portfolio, with consideration as to the criteria outlined in Section III of the Tenure Criterion Specifications of this procedure (pp. 10-16), with strict adherence to the calendar, during the fall semester of the probationary faculty member’s third year and fifth year (and sixth, if necessary). The administrative supervisor will also review the portfolio during the fourth year, if a Plan of Action was developed during the faculty member’s third probationary year. The outcome of this Plan of Action will also be documented and included in the portfolio. The administrative supervisor will complete the form Administrative Tenure Recommendation (Form #5) reflecting his/her evaluation of the faculty member’s candidacy for tenure.

2. The administrative supervisor will forward the portfolio along with the completed Administrative Tenure Recommendation (Form #5), outlining strengths and weaknesses and making a clear recommendation supported by specific reason(s) to the appropriate-second level administrative supervisor.

3. It will be the administrative supervisor’s responsibility to ensure that the Peer Review Committee recommendations are completed and included in the portfolio.

4. The second level administrative supervisor may return the recommendation(s) for further clarification at his/her discretion.

J. The Second-Level Administrative Supervisor’s Review and Evaluation

1. The Vice President of Instruction will review and evaluate each candidate’s portfolio with consideration as to the criteria as outlined in Section III of the Tenure Criterion Specifications of this procedure (pp. 10-16) and will interview each candidate. Pursuant to the review of the candidate’s portfolio and the interview, the Vice President will complete the form Administrative Tenure Recommendation (Form #5).

2. This second-line supervisor will then forward the portfolio along with the form Administrative Tenure Recommendation (Form #5) to the Administrative Liaison with strict adherence to the Calendar of Events.

K. Tenure Committee’s Review and Evaluation

1. The Administrative Liaison will convene the Tenure Committee and provide the Committee with all materials submitted. The Administrative Liaison will meet with the Tenure Committee throughout the review process.

2. Each member of the Tenure Committee will individually review the tenure portfolio materials submitted by each candidate, and will further review the Peer Review Committee Evaluation, the administrative supervisor’s evaluation of the candidate, and the second-level supervisor’s evaluation of the candidate.
3. After the individual review of the portfolio materials and the peer and administrative evaluations, the Tenure Committee will convene as a group in closed session.
   a. Each candidate for tenure, as well as the candidate’s administrative supervisor and the second level supervisor, will appear separately before the Committee to respond to questions.
   b. The Tenure Review Committee may request to interview the candidate’s Peer Review Committee, if needed.
   c. In the event that the Administrative Liaison has a probationary candidate up for review, the Committee Chairperson will assume the responsibility of the Administrative Liaison during that candidate’s review.
   d. The Tenure Committee will complete the form Tenure Committee Member Evaluation (Form #6) after all of the interviews have been completed for the candidate to document each member’s overall evaluation of the tenure candidate. The evaluation form will be signed by each member of the committee.

4. The Committee will recommend one of the following for consideration by the President of the College: (1) granting tenure, (2) not granting tenure, and (3) under extenuating circumstances, extending probationary status for a sixth and final year in a probationary status.

5. The Tenure Committee’s recommendation for granting tenure or for recommending a sixth year will be made by a minimum two-thirds vote of the Committee’s membership and will be documented on the form Tenure Committee Recommendation (Form #7).

6. Guidelines on the granting of a sixth probationary year:
   a. The Tenure Committee will fully document the reason(s) for the extenuating circumstances in granting a sixth probationary year on the form Tenure Committee Recommendation (Form #7).
   b. The Tenure Committee will communicate the reason(s) to the faculty member’s administrative supervisor.
   c. The reason(s) must rise to the level of a significantly unusual situation or unpredictable event. Failure on the part of the candidate to prepare for the tenure evaluation or lack of agreement in the recommendations of the Peer Review Committee, the administrative supervisor, and/or the second-line administrative supervisor will not constitute a justifiable reason.

L. Recommendation to the President

1. The Tenure Committee will make recommendations through the Administrative Liaison to the President regarding the tenure of each candidate.

2. The President will review the Committee’s recommendations received from the Administrative Liaison and reconvene the Committee should there be questions about the Committee’s recommendations.

3. The President will forward a final recommendation to the Board of Trustees for approval of the granting of tenure.

4. Each candidate will be notified by the President no later than December 15 of the recommendation that will be made to the Board of Trustees.

M. Appeal Process for Non-Recommendation of Tenure

1. The candidate may submit a written request for reconsideration to the President through the office of the Administrative Liaison.

2. The written request for consideration must be submitted to the office of the Administrative Liaison by the first day of classes for the following (spring) semester.
3. The President may direct the Administrative Liaison to reconvene the Tenure Committee for a second review of the candidate’s application for tenure.

4. The second review must be completed, a recommendation forwarded, and notification made by January 31.

VIII. Distribution of Tenure Portfolio and Tenure Evaluation Materials

A. The Administrative Liaison will forward the tenure portfolio and evaluation materials to the Personnel Services Department.

B. Tenure evaluation records will not be returned to the candidate. The Personnel Services Department will be responsible for separating tenure evaluation records from the portfolio prior to copying. The tenure evaluation records will be forwarded to and retained permanently by the Office of Employee Relations.

C. The tenure portfolio submitted by the candidates who were granted tenure will be duplicated and a copy retained by the Personnel Services Office. The original will be returned to the faculty member by the end of the spring semester.

D. The original tenure portfolio submitted by candidates not recommended for tenure or recommended for an additional probationary year will be forwarded to the Employee Relations Office.

1. The candidate who is denied tenure may request a copy of the tenure portfolio from the Employee Relations Office. The original portfolio will be retained by the Employee Relations Department.

2. The candidate who is recommended for an additional probationary year will be provided the original of the tenure portfolio from the Employee Relations Office for resubmission in his/her sixth year. A copy will be retained by the Employee Relations Office.

IX. Submission of Sixth Probationary Year Portfolio Materials

A. The sixth-year tenure candidate will follow the tenure review process in reapplying for tenure.

B. Candidates will prepare a separate portfolio for the year subsequent to the initial review. The portfolio materials must address the reasons for the granting of the sixth probationary year. The original tenure portfolio will be again submitted with the additional sixth year materials clearly separated in the submission.

C. The portfolio should contain all relevant performance evaluation materials and/or recommendations, including the Plan of Action developed for the sixth year.

D. The new materials submitted for this year will be considered along with the original portfolio.

E. The Peer Review Committee, the administrative supervisors, and the Tenure Review Committee will follow the tenure review process for the reevaluation of the candidate’s application for tenure.

X. Change in Faculty Position During Probationary, Tenure-Track Period

If the probationary faculty member is hired into a different faculty position during the tenure track period (for example, from Instructor to Counselor, from Counselor to Instructor, or from English Instructor to History Instructor, Psychology Instructor to Education Instructor, etc.) the following will apply:

A. If the change occurs during the first two years in a probationary status, the faculty member will proceed with the tenure process with the new administrative supervisors, and the Peer Review Committee will be selected during the third year from the new discipline/department. The tenure portfolio will be evaluated on the prior evaluation requirements for those years in the previous position and the new evaluation requirements for the years in the new position. The new administrative supervisors will evaluate the candidate for tenure during the fifth year.

B. If the change occurs during the third year in a probationary status, the faculty member will proceed with the tenure process by supplementing his/her tenure portfolio to reflect the evaluation requirements for the new position, for the period of time in the new discipline/department. A new Peer Review Committee in the new discipline/department will be appointed and the new administrative supervisor will evaluate the tenure candidate.
C. If the tenure candidate changes positions during the fourth or fifth years, the previous Peer Review Committee and previous administrative supervisors will evaluate the tenure candidate with input from the new administrative supervisor and the new Peer Review Committee, who also will provide an evaluation of the tenure candidate to the new first-line administrative supervisor as additional input for his/her evaluation of the candidate and for that of the Vice President.

XI. Confidentiality

A. The tenure review process is a confidential evaluation of a tenure candidate; therefore, participants are directed to maintain the confidences of the process, both during and after the conclusion of the process.

B. The following types of information are deemed confidential:

1. Information included in the tenure portfolio materials submitted by the tenure candidate; and

2. All documentation and written comments, evaluation opinions and judgments discussed during the committee deliberations, and/or reflected on the evaluation documentation forms, and/or other intra-college memoranda.

C. Participants are, therefore, obligated to properly safeguard all documentation and information pertaining to the tenure evaluation process. Participants are further reminded that confidential matters are not to be revealed or discussed with anyone not officially involved in the tenure evaluation process.

D. It shall be the sole responsibility of the President’s Office and/or the Employee Relations Office to accept any requests for information as well as to release any information and/or documentation regarding the tenure evaluation process. If a tenure candidate has a question or concern about the tenure process during the actual deliberation period, he/she will discuss the issue with the administrative supervisor and not with the Tenure Committee.

E. Certain documents used and/or generated during this tenure evaluation process may be subject to release in accordance with provisions of the Texas Public Information Act, Attorney General opinions, or other legal authority. The potential release of documents does not relieve the participants in this tenure evaluation process from the responsibilities outlined above.