

TO: Probationer and Working Committee Members

FROM: Tenure Review Committee

SUBJECT: Summary of Functions for the Tenure Process

The tenure process involves the cooperation between the Probationer, the Probationer's Working Committee and the Tenure Review Committee. Following is a brief statement about the separate and interrelated functions of the three bodies.

I. The PROBATIONER is expected to

1. Provide requested information to the Working Committee and Tenure Review Committee.
2. Attend quarterly Working Committee meeting(s).
3. Sign quarterly Working Committee report(s).
4. Request additional meeting(s) with the Working Committee as needed.
5. Sign, all reports to the Tenure Review Committee.
6. Consult with the Tenure Review Committee in case of questions, problems, or concerns.
7. Attend the Working Committee's meeting(s) with the Tenure Review Committee.

II. The Probationer's WORKING COMMITTEE is expected to

1. Make at least 2-3 quarterly observations of the Probationer's classes (or their equivalent for faculty without classroom responsibilities). Each TWC member will observe at least once per year.
2. Arrange for the administration of student evaluations.
3. Meet quarterly with the Probationer.
4. Provide thorough minutes of quarterly meeting(s) to the Probationer and obtain signatures on all reports.
5. Obtain a written evaluation from the Division Chair (for library and counseling faculty, from the Associate Dean for the Library and Student Learning Resources or CSSO (respectively).
6. Schedule additional Working Committee meeting(s) at the request of the Probationer.
7. Meet with the Tenure Review Committee as requested.
8. Provide the Tenure Review Committee with
 - a. quarterly working committee report(s)
 - b. annual evaluative summary
 - c. twice a year status reports
 - d. written report from Division Chair, Associate Dean for the Library and Student Learning Resources or CSSO
 - e. copies of class observations, or their equivalent

- f. copies of students evaluations
 - g. other information as requested
- 9. Consult with the Tenure Review Committee in case of questions, problems, or concerns.

III. The TENURE REVIEW COMMITTEE is expected to

- 1. Meet twice a year with each Working Committee.
- 2. Make recommendations regarding tenure to the President.
- 3. Meet with President when requested.
- 4. Schedule meeting(s) with President when necessary.
- 5. Provide Probationer, Working Committee and Division Chair with appropriate report(s).
- 6. Schedule additional meeting(s) at the request of a Probationer or Working Committee.
- 7. Investigate, research and/or clarify concerns, questions, or problems brought to the attention of the Tenure Review Committee.
- 8. Obtain and, where feasible, implement feedback which would improve the functioning of the Tenure Review Committee.

TRC:cad

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