

# Quarterly Reports and Meetings

## Timeline and Checklist

### Quarter 1

- The TWCs Quarter 1 meeting must occur no later than the fourth week of that first term. The administrator calls the first meeting. At that meeting, the committee must elect a chair.
- The Quarterly Report is due by the end of the last full week of instruction and should include the following *in this order*:
  1. Quarterly Report Form. The narrative assessment should focus on the [college-wide criteria](#) and, if applicable, divisional addenda. The Tenure Working Committee should also make a recommendation about continuation of probation.
  2. Current quarter Tenure Working Committee Meeting(s) minutes.
  3. The division chair's Annual Report.
  4. The probationer's Self Evaluation. To help illustrate effective teaching, you can cut and paste and/or include a sampling of assignments, which may include instructions, in-class activities, exams, group work, projects, and so forth.
  5. Current quarter classroom observations from Tenure Working Committee members.
  6. Syllabi for current classes. In future quarters, the TRC invites you to write about how your syllabi may have changed.
  7. If the probationer is in the Pure and Applied Sciences Division, add the PAS Addendum.
  8. Probationer's Curriculum Vita.
  9. The probationer's initials and page numbers on every page of all written documents.

## Quarter 2

- The Tenure Working Committee will meet during week one of Quarter 2 with the probationer to discuss Quarter 1 student evaluations.
- An Addendum to the Quarter 1 Report (containing Student Evaluations for Quarter 1 and Tenure Working Committee minutes reflecting discussion of the evaluations) will be turned in to the Tenure Review Committee by the end of the first week of Quarter 2.
- A meeting with the probationer, the Tenure Working Committee chair (or designee), and the Tenure Review Committee will be held early in Quarter 2 to discuss the Quarter 1 Report and Addendum to the Quarter 1 Report. At this meeting, the TRC votes on continuation of probation.
- The Quarter 2 Report is due five working days before finals week and should include the following *in this order*:
  1. Quarterly Report Form. The narrative assessment should focus on the [college-wide criteria](#) and, if applicable, divisional addenda. The narrative assessment should also include information about what the probationer has been doing and what the TWC has done to evaluate and help them. Include follow-up reports on previous actions undertaken, if any, in the report.
  2. Current quarter Tenure Working Committee Meeting(s) minutes.
  3. Current quarter classroom observations from Tenure Working Committee members.
  4. A copy of the previous quarter's assessment report.
  5. Minutes from the probationer's last meeting with the Tenure Review Committee.
  6. Probationer's initials and page numbers on every page of all written documents.

## Quarter 3

- A meeting with the Tenure Review Committee (not-voting) will be held during the 7th or 8th week of the Quarter.
- The Quarter 3 Report is due ten working days before the Tenure Review Committee meeting with the probationer and should include the following *in this order*:
  1. Quarterly Report Form. The narrative assessment should focus on the [college-wide criteria](#) and, if applicable, divisional addenda. The narrative assessment should also include information about what the probationer has been doing and what the TWC has done to evaluate and help them. Follow-up on earlier reports particularly where items of concern have been identified.
  2. Tenure Review Committee minutes from the previous quarter's meeting (if not previously submitted).
  3. Current quarter Tenure Working Committee Meeting(s) minutes.
  4. The probationer's Self Evaluation. To help illustrate effective teaching, you can cut and paste and/or include a sampling of assignments, which may include instructions, in-class activities, exams, group work, projects, and so forth.
  5. Student evaluation summaries for Quarter 2 are included in this report and minutes discussing these evaluation results.
  6. Current quarter classroom observations from Tenure Working Committee members.
  7. A copy of the previous quarter's assessment report.
  8. If the probationer is in the Pure and Applied Sciences Division, include department coordinator feedback.
  9. Probationer's initials and page numbers on every page of all written documents.

## Quarter 4

- The Quarter 4 Report is due by the end of the last full week of instruction and should include the following *in this order*:
  1. Quarterly Report Form. The narrative assessment should focus on the [college-wide criteria](#) and, if applicable, divisional addenda. The narrative assessment should also include information about what the probationer has been doing and what the TWC has done to evaluate and help them. The Tenure Working Committee should also make a recommendation about continuation of probation.
  2. Current quarter Tenure Working Committee Meeting(s) minutes.
  3. The division chair's Annual Report.
  4. The probationer's Self Evaluation.
  5. Student evaluation summaries for Quarter 3 and minutes discussing these evaluation results.
  6. Current quarter classroom observations from Tenure Working Committee members.
  7. A copy of the previous quarter's assessment report.
  8. Minutes from most recent Tenure Review Committee meeting (if not previously submitted).
  9. Probationer's Initials and page numbers on every page of all written documents.
- The Tenure Working Committee will meet during week one of Quarter 5 with the probationer to discuss Quarter 4 student evaluations
- An Addendum to the Quarter 4 Report (containing the Student Evaluations for Quarter 4 and Tenure Working Committee minutes reflecting discussion of the evaluations) will be turned in to the Tenure Review Committee by the end of the first week of Quarter 5

## Quarter 5

- A meeting with the probationer, the Tenure Working Committee chair (or designee), and the Tenure Review Committee will be held early in Quarter 5 to discuss the Quarter 4 Report and Addendum to the Quarter 4 Report. At this meeting, the TRC votes on continuation of probation.
- The Quarter 5 Report is due five working days before finals week and should include the following *in this order*:
  1. Quarterly Report Form. The narrative assessment should focus on the [college-wide criteria](#) and, if applicable, divisional addenda. The narrative assessment should also include information about what the probationer has been doing and what the TWC has done to evaluate and help them. Include follow-up reports on previous actions undertaken, if any, in the report.
  2. Current quarter Tenure Working Committee Meeting(s) minutes.
  3. Current quarter classroom observations from Tenure Working Committee members.
  4. A copy of the previous quarter's assessment report.
  5. Minutes from most recent Tenure Review Committee meeting (if not previously submitted).
  6. Probationer's initials and page numbers on every page of all written documents.

## Quarter 6

- A meeting (non-voting) with the Tenure Review Committee will be held during the 7th or 8th week of the Quarter.
- The Quarter 6 Report is due ten working days before the Tenure Review Committee meeting with the probationer and should include the following *in this order*:
  1. Quarterly Report Form. The narrative assessment should focus on the [college-wide criteria](#) and, if applicable, divisional addenda. The narrative assessment should also include information about what the probationer has been doing and what the TWC has done to evaluate and help them. Follow-up on earlier reports particularly where items of concern have been identified.
  2. Tenure Review Committee minutes from the previous Quarter's meeting (if not previously submitted).
  3. Current quarter Tenure Working Committee Meeting(s) minutes.
  4. The probationer's Self Evaluation.
  5. Student evaluation summaries for Quarter 5 are included in this report and minutes discussing these evaluation results.
  6. Current quarter classroom observations from Tenure Working Committee members.
  7. A copy of the previous quarter's assessment report.
  8. If the probationer is in the PAS Division, include the Division Chair's letter.
  9. Probationer's initials and page numbers on every page of all written documents.

## Quarter 7

- The Quarter 7 Report is due by the end of the last full week of instruction and should include the following *in this order*:
  1. Quarterly Report Form. The narrative assessment should focus on the [college-wide criteria](#) and, if applicable, divisional addenda. The narrative assessment should also include information about what the probationer has been doing and what the TWC has done to evaluate and help them. The Tenure Working Committee should also make a recommendation about the granting of tenure.
  2. Current quarter Tenure Working Committee Meeting(s) minutes.
  3. The division chair's Annual Report.
  4. The probationer's Self Evaluation.
  5. Student evaluation summaries for Quarter 6.
  6. Current quarter classroom *observations from three Tenure Working Committee members* (per Section 407.4.6 of the HCEA contract).
  7. A copy of the previous quarter's assessment report.
  8. Minutes from most recent Tenure Review Committee Meeting (if not previously submitted).
  9. Probationer's initials and page numbers on every page of all written documents.

## **Quarter 8**

- The Tenure Working Committee will meet during week one of Quarter 8 with the probationer to discuss Quarter 7 student evaluations
- An Addendum to the Quarter 7 Report (containing the Student Evaluations for Quarter 7 and the Tenure Working Committee minutes reflecting discussion of the evaluations) will be turned in to the Tenure Review Committee by the end of the first week of Quarter 8
- A meeting with the probationer, the Tenure Working Committee chair (or designee), and the Tenure Review Committee will be held early in Quarter 8 to discuss the Quarter 7 Report and Addendum to the Quarter 7 Report. At this meeting, the TRC votes on granting or denial of tenure.

**Last Updated: November 18, 2022**