

TIMELINE FOR TENURE REVIEW/FACULTY EVALUATIONS

Fall 2022 Semester

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
AUGUST	16	17	18 Professional Development Day- District Day& TR Orientation	19 Professional Development Day- At the Colleges	20/21
22 Day & Evening Instruction Begins	23	24	25	26	27/28 Saturday Instruction Begins; Last Day to Add without a Permission Number or Add Card
29	30	31	1 SEPTEMBER	2 <i>TRC to have meet w/Cand. to do Evaluation Plan</i>	3/4
5 HOLIDAY— Labor Day; Last Day to Add with a Permission Number, Drop with Refund Census Roster Due	6	7	8	9 <i>Completed Eval. Plan to be sent to Candidate, Vice Pres., & Tenure Facilitators (TF)</i>	10/11
12	13	14	15	16 <i>VPI & TF to have approved Eval. Plan & distributed copies to TRC Chair & Candidate</i>	17/18
19 <i>1st Set of Student Evaluations and a Fac./Classroom Observation to be done this week (SEIs go to D.O. for processing)</i>	20	21	22	23	24/25
26	27	28	29	30	1/2 OCTOBER
3	4	5	6	7 <i>TRC Conf. w/Candidate to review Evaluations ASAP after Stud. Eval. (SEI) Report is received by TRC Chair</i>	8/9
10 <i>2nd Set of Stud. Eval. (SEI) & Faculty Classroom Observation to be done this week (SEIs go to D.O. for processing)</i>	11	12	13	14	15/16

(FALL 2022– continued)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
17 <i>Peer Eval's. to be sent by Dean to faculty in Candidate's discipline</i>	18	19	20	21	22/23
24	25	26	27 Professional Development Day- At the Colleges No Instruction	28 <i>TRC Conf. with Candidate to review Eval's. ASAP after rec't. of SEI Report by TRC Chair</i>	29/30
31 <i>3rd Set of Stud. Evaluations (SEIs) & Fac./Classroom Observation to be done this week (SEIs go to D.O. for processing)</i>	NOVEMBER 1	2	3	4	5/6
7	8	9	10	11 Veteran's Day – Holiday Observance	12/13
14	15 <i>Admin. Eval. & Peer Eval.'s to be done & put in TR Portfolio</i>	16	17	18 <i>TRC Conf. with Candidate to review Eval's. (ASAP after rec't.) of SEI Report by TRC Chair</i>	19/20
21 <i>Candidate's Self Eval. to be done & given to TRC Chair</i>	22	23	24 Thanksgiving – Holiday Observance	25 Thanksgiving – Holiday Observance.	26/27 Thanksgiving – Holiday Observance
28	29	30	1 DECEMBER	2	3/4
5	6	7	8 <i>Candidate's Response* to TRC Rec. due *(if desired)</i>	9 <i>Summary Report & Cert. Rec. to TR file or TF before Holidays</i>	10/11 Final Exams Begin
12 <i>Final Exams</i>	13 <i>Final Exams</i>	14 <i>Final Exams</i>	15 <i>Final Exams</i>	16 <i>Final Exams</i> FALL SEMESTER ENDS	17/18
19	20	21	22	23 HOLIDAY BREAK	24/25 HOLIDAY BREAK
26 HOLIDAY BREAK	27 HOLIDAY BREAK	28 HOLIDAY BREAK	29 HOLIDAY BREAK	30 HOLIDAY	1/2 JANUARY Holiday
2	3	4	5	6	7/8

Spring 2023 Semester

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
9	10	11	12	13	14/15
16 HOLIDAY— MLK, Jr. B-Day	17	18	19 Professional Development Day – District Day	20 Professional Development Day – At the Colleges	21/22
23	24 Day & Evening Instruction Begins	25	26	27	28/29 Saturday Instruction Begins; Last day to add without a permission number or add card
30 <i>(If necessary or for 1st yr TT cand.] 4th Stud. Eval & Addit. Faculty Classrm. Obs. to be done</i>	31	1 FEBRUARY	2	3 <i>Ten. Rev. Cert. Comm. to meet to Cert. Recs. & Send Cert./Recs to President</i>	4/5 Census Rosters Due
6 <i>(If necessary or for 1st yr TT cand.] 5th Stud. Eval & Addit. Faculty Classrm. Obs. to be done</i>	7	8	9	10	11/12
13	14 <i>VC-AA meets with TFs to review all TRC Certs./Recs.</i>	15	16	17 HOLIDAY— President’s Day	18/19 HOLIDAY— President’s Day
20 HOLIDAY— President’s Day	21 <i>VC-AA to have reviewed and sent all TR Certs./ Recs. to Chancellor</i>	22	23	24 If necessary or for 1 st yr TT cand.] 6 th Stud. Eval & Addit. Faculty Classrm. Obs. to be done	25/26
27 <i>TRC Conf. to review file & evaluations</i>	28	1 MARCH	2	3	4/5
6 <i>[If nec., addit.] Fac/Class. Obs. &/or Stud. Evals to be done (SEIs go to D.O. for processing)</i>	7	8	9	10 <i>IF APPLICABLE, NOTICES OF NON - RENEWAL OF CONTRACTS GO OUT</i>	11/12

(Spring 2023– continued)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
13	14	15	16	17	18/19
20	21	22	23	24	25/26
27 Spring Break	28 Spring Break	29 Spring Break	30 Spring Break	31 Spring Break HOLIDAY - Cesar Chavez Day	1/2 APRIL Spring Break
3	4	5	6	7	8/9
10	11	12	13	14 Candidate's Self Evaluation due/ TRC Conf. with TT Candidate & TF to review portfolio	15/16
17 Candidate's Self Evaluation due/ TRC Conf. with TT Candidate & TF to review portfolio	18	19	20	21	22/23
24 All docs. must be in file in VPI's Office; TFs verify for TRC Stipends	25	26	27	28	29/30
1 May	2	3	4	5	6/7
8 TFs to verify to VCAA that all docs are in files& all TR work done (for TRC Stipends)	9	10	11	12	13/14
15	16	17	18	19 Holiday Malcolm X B-Day	20/21 Final Exams Begin
22 Final Exams	23 Final Exams	24 Final Exams	25 Final Exams	26 Final Exams Semester Ends	27/28
29 HOLIDAY- Memorial Day	30	31	1 June	2	3/4