

TIMELINE FOR TENURE REVIEW/FACULTY EVALUATIONS

Fall 2023 Semester

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

(FALL 2023– continued)

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

Spring 2024 Semester

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

(Spring 2024– continued)

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