

TIMELINE FOR TENURE REVIEW/FACULTY EVALUATIONS

Fall 2024 Semester

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
AUGUST	13	14	15 <i>Professional Development Day- District Day (TR Orientation)</i>	16 <i>Professional Development Day- College Day</i>	17/18
19 Day & Evening Instruction Begins	20	21	22	23	24/25 Saturday Instruction Begins
26	27	28	29	30 <i>TRC meeting and Evaluation Plan Complete</i>	31/1 SEPTEMBER
2 <i>Holiday – Labor Day</i> Census Roster Due	3	4	5	6 <i>Completed TRC Evaluation Plan to all parties & VP</i>	7/8
9	10	11	12	13 <i>VPI & TF: approve Evaluation Plan. Copies to TRC Chair & Candidate.</i>	14/15
16 <i>1st Set of Student Evaluations and a Fac./Classroom Observation Completed</i>	17 <i>(SEIs go to D.O. for processing)</i>	18 <i>(SEIs go to D.O. for processing)</i>	19 <i>(SEIs go to D.O. for processing)</i>	20 <i>(SEIs go to D.O. for processing)</i>	21/22
23	24	25	26	27	28/29
30	1 OCTOBER	2	3	4 <i>TRC & Candidate Evaluation Review meeting complete. Report to Tenure Facilitator</i>	5/6
7 <i>2nd Set of Stud. Eval. (SEI) & Faculty Classroom Observation Completed</i>	8 <i>SEIs go to D.O. for processing)</i>	9 <i>SEIs go to D.O. for processing)</i>	10 <i>SEIs go to D.O. for processing)</i>	11 <i>SEIs go to D.O. for processing)</i>	12/13

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
14 Peer Eval's. to be sent by Dean to faculty in Candidate's discipline	15	16 Professional Development- College Day No Instruction	17	18	19/20
21	22	23	24	25 TRC Conf. with Candidate to review Eval's. ASAP after rec't. of SEI Report by TRC Chair	26/27
28 3 rd Set of Stud. Evaluations (SEIs) & Fac./Classroom Observation Completed	29 (SEIs go to D.O. for processing)	30 (SEIs go to D.O. for processing)	31 (SEIs go to D.O. for processing)	1 NOVEMBER (SEIs go to D.O. for processing)	2/3
4	5	6	7	8	9/10
11 Holiday – Veterans Day	12 Admin. & Peer Evals completed & added to TR Portfolio	13	14	15 TRC & Candidate Evaluation Review meeting complete. Report to Tenure Facilitator	16/17
18 Candidate's Self Eval. to be done & given to TRC Chair	19	20	21	22	23/24
25	26	27	28 Holiday – Thanksgiving	29 Holiday Observance	30/1 DECEMBER Holiday Observance
2	3	4	5 Candidate's Response* to TRC Rec. due *(if desired)	6 Summary Report & Cert. Rec. to TR file or TF by 12/20/24	7/8 Sunday: Final Exams begin
9 Final Exams	10 Final Exams	11 Final Exams	12 Final Exams	13 Final Exams	14/15 Saturday: Final Exams Fall Semester Ends
16	17	18	19	20	21/22
23	24 Holiday – Christmas Eve	25 Holiday – Christmas Day	26 Holiday Closure	27 Holiday Closure	28/29
30 Holiday Closure	31 Holiday – New Year's Eve	1 JANUARY Holiday – New Year	2	3	4/5

Spring 2025 Semester

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
6	7	8	9	10	11/12
13	14	15	16 Professional Development- District Day	17 Professional Development- College Day	18/19
20 Holiday — MLK Jr. B-Day	21 Day & Evening Instruction Begins	22	23	24	25/26 Saturday Instruction Begins
27 <i>(If necessary or for 1st yr TT cand.) 4th Stud. Eval & Addit. Faculty Class room Observation complete</i>	28	29	30	31 <i>TRC Committee meet. Certification and submit to President</i>	1/2 FEBRUARY
3 <i>Census Rosters Due; (If necessary or for 1st yr TT cand.) 5th Stud. Eval & Addit. Faculty Classrm. Obs. to be done</i>	4	5	6	7	8/9
10	11 <i>VC-AA meets with TFs to review all TRC Certs./Recs.</i>	12	13	14 Holiday Observance - President's Day	15/16 Holiday Observance - President's Day
17 Holiday - President's Day	18 <i>VC-AA to have reviewed and sent all TR Certs./ Recs. to Chancellor</i>	19	20	21 <i>If necessary or for 1st yr TT cand.] 6th Stud. Eval & Addit. Faculty Classrm. Obs. to be done</i>	22/23
24 <i>TRC Conf. to review file & evaluations</i>	25	26	27	28	1/2 MARCH
3 <i>[If nec., addit.] Fac/Class. Obs. &/or Stud. Evals to be done (SEIs go to D.O. for processing)</i>	4	5	6	7 IF APPLICABLE, NOTICES OF NON - RENEWAL OF CONTRACTS GO OUT	8/9

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUNDAY
10	11 Professional Development- College Day No Instruction	12	13	14 .	15/16
17	18	19	20	21	22/23
24	25	26	27	28	29/30
31 <i>Holiday - Cesar Chavez</i> Spring Break No Instruction	1 APRIL Spring Break No Instruction	2 Spring Break No Instruction	3 Spring Break No Instruction	4 Spring Break No Instruction	5/6 Spring Break No Instruction
7	8	9	10	11	12/13
14 <i>Candidate's Self Evaluation due/ TRC Conf. with TT Candidate & TF to review portfolio</i>	15	16	17	18	19/20
21 <i>All docs. must be in file in VPI's Office; TFs verify for TRC Stipends</i>	22	23	24	25	26/27
28	29	30	1 MAY	2	3/4
5 <i>TFs verify files & work completed- VC (for TRC Stipends)</i>	6	7	8	9	10/11
12	13	14	15	16 <i>Holiday - Malcolm X B-Day</i>	17/18 Sunday: Final Exams Begins
19 Final Exams	20 Final Exams	21 Final Exams	22 Final Exams	23 Final Exams	24/25 Saturday: Final Exams Spring Semester Ends
26 <i>Holiday- Memorial Day</i>	27	28	29	30	31/1 JUNE