

# Procedure

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<i>(Impact Area - Dept Name)</i>	<i>(General Subject Area)</i>	<i>(Specific Subject Area)</i>
Employees	Conditions of Employment	Tenure
	<b>Author:</b> Senate, Tenure Committee	<b>Supersedes Procedure #</b>
<b>Relates to Policy #</b> 3.02.09	<b>Impact:</b> Candidates hired as tenure track after fall 2010	
<b>Legal Citation (if any):</b>		
<b><i>North Idaho College</i></b>		

Procedure Narrative

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## **I. Procedures for the Tenure Process: effective for candidates hired as tenure track after fall 2010.**

### A. Selection of Faculty Evaluation Team and Mentor:

1. By October 1 of the first academic year of employment, all faculty employed in a full-time, tenure-track position will submit to their division chairs for approval:
  - a. A two or three member faculty evaluation team (FET), with
  - b. One member of the FET to serve as a mentor/coordinator, this additional responsibility facilitated by the process for substituting duties described in the Teaching Focus Policy.
2. The purpose of an FET is to provide formative feedback to the instructor to help strengthen his or her teaching skills in preparation for applying for tenure. While the FET provides guidance and feedback, the candidate is responsible for meeting with the FET and ensuring that each step in the tenure process is followed.

3. A candidate's FET will be composed of at least two and up to three full-time instructors who have taught at least three years. At least one of the FET members must be a tenured faculty member.
4. At least one FET member must be chosen from within the candidate's division, and at least one from without. An instructor may not serve on more than two FETs at the same time. Division chairs cannot serve as members of an FET for a candidate within his/her division.
5. By October 15, the division chair will notify the candidate of the approval of the FET and the mentor.
6. After approval of the FET by the division chair, the candidate must forward member's names to the Tenure Committee. The makeup of the FET will not change unless requested by the candidate, by the division chair, or by the departure of an FET member. Should a replacement be necessary, the candidate will nominate a new FET member to the division chair. After division chair approval, the candidate will notify the Tenure Committee of the replacement.

B. Evaluations during the Tenure Process—Years 1 and 2:

1. **Student Evaluations:** Each semester, a candidate will solicit student feedback for all courses taught using the approved student evaluation instrument appropriate to the mode of delivery. The candidate will share copies of these evaluations with the FET.
2. **FET Observations:** Each semester, each member of the FET will observe the candidate's class or lab and share observations with the candidate. A written record will be made by each member of the FET and delivered only to the candidate indicating any suggestions to strengthen teaching effectiveness.
3. **Self-Evaluation:** By April 1, the candidate will prepare and submit a self-evaluation to the FET and division chair. The self-evaluation will describe in detail his/her progress in demonstrating eligibility for tenure and performance of all duties outlined in the Teaching Focus Policy. In addition, this report will reflect any professional and pedagogical changes from year-to-year throughout the tenure process.
4. **Team Meeting:** By April 15, the mentor, other FET member(s), and the division chair shall meet without the candidate present as a private group to discuss the candidate's progress, self-evaluation, classroom observations, and student evaluations. The mentor shall call these meetings.

5. **Formative Evaluation by Mentor:** By May 1, the mentor will prepare and submit an informal, formative written evaluation indicating the candidate's strengths and weaknesses and providing recommendations for improvement and/or development, as determined by a consensus of the group. If the group cannot reach a consensus, the dissenting evaluation should also be included. The mentor will provide copies of this year-end formative evaluation to the other FET(s), appropriate division chair, the Tenure Committee and the candidate.
6. **Concerns:** If any deficiencies are noted, the Tenure Committee will meet by May 15 to review the formative evaluation of the tenure candidate submitted by the mentor and the candidate's student evaluations. The committee will require the FET and division chair to develop a plan to address noted concerns and submit the plan to the candidate and the Tenure Committee June 1.

C. Evaluations during the Tenure Process—Year 3:

1. **Student Evaluations:** Each semester, a candidate will solicit student feedback for all courses taught using the approved student evaluation instrument appropriate to the mode of delivery. Candidates will share copies of these evaluations with their FET.
2. **FET Observations:** Each semester, each member of the FET will observe the candidate's class or lab and share observations with the candidate. A written record will be made by each member of the FET and delivered only to the candidate indicating any suggestions to strengthen teaching effectiveness.
3. **Self-Evaluation:** By April 1, the candidate will prepare and submit a cumulative self-evaluation, inclusive of all years in the tenure process, to the FET members and division chair. The self-evaluation will describe in detail his/her progress in demonstrating eligibility for tenure and performance of all duties outlined in the Teaching Focus Policy. In addition, the self-evaluation will reflect any professional and pedagogical changes from year-to-year throughout the tenure process. Data from previous student, FET, administrative, and division chair observations and evaluations should be included to support the conferral of tenure.
4. **Team Meeting:** By April 15, the candidate, mentor, other FET member(s), and the division chair shall meet as a group to discuss the candidate's progress, self-evaluation, classroom observations, and student evaluations. The mentor shall call this meeting.
5. **Summative Evaluations by FETs:** By May 1, each FET member will prepare and submit a separate written, summative evaluation, inclusive of all

years of observation by that FET member. The evaluations will discuss the candidate's strengths and weaknesses, and will include recommendations for improvement and/or development. Each FET member will share this evaluation individually in conference with the candidate by May 15. The candidate will sign the original summative evaluation to acknowledge its review. Signed copies of each evaluation will be provided to the faculty member and division chair.

#### D. Evaluations and Conferral of Tenure—Year 4

1. **FET Recommendations:** By October 15 of the fourth year, each FET member will review the candidate's cumulative self-evaluation and student evaluations and submit the following to the candidate and division chair:
  - a. Copies of the third-year summative evaluations, and
  - b. A formal recommendation for or against the conferral of tenure, with supporting reasoning.
2. **Division Chair Recommendation:** By November 15 of the fourth year, the division chair, in consultation with the dean, will review the candidate's self-evaluation, student evaluations, and FET evaluations and will submit the following to the candidate:
  - a. A formal evaluation of the candidate's qualification for tenure based on duties outlined in the Teaching Focus Policy, and
  - b. A formal recommendation for or against conferral of tenure.
3. **Division Chair Meeting:** By December 1 of the fourth year, the division chair will meet with the candidate to discuss the formal evaluation and recommendation.
4. **Portfolio for Tenure Committee:** By December 20 of the fourth year, the candidate will collate and forward to the Tenure Committee a tenure portfolio including the following documents:
  - a. Copies of all FET and division chair formative observation reports for the entire probationary period;
  - b. Copies of all student evaluation summaries for the entire probationary period;
  - c. All FET and division chair summative evaluations;
  - d. All FET and division chair formal recommendations for or against conferral of tenure; and

- e. The candidate's cumulative written self-evaluation.
5. **Tenure Committee Recommendation:** By February 15 of the fourth year, the Tenure Committee will submit its written recommendation for or against tenure to the candidate, the division chair, the vice president for instruction (VPI) and the president.
6. **Vice President for Instruction and President Recommendations:** By March 1 of the fourth year, the VPI will submit his/her recommendation for or against tenure to the president, and by March 15, the president will complete his/her recommendation. If the Tenure Committee, the VPI, and the president all agree not to recommend Tenure for a candidate, the president will not forward their unfavorable recommendations to the board of trustees. The VPI and/or president may not recommend tenure conferral in the absence of a favorable recommendation from the Tenure Committee. Should the VPI and/or president not agree with the Tenure Committee's recommendation to confer tenure, the chair of the Tenure Committee must be notified of this dissent by March 30. In the event of disagreement, the Tenure Committee, the president, and the VPI will meet to attempt to reconcile differences.
7. The president will forward the Tenure Committee's, the VPI's, and the president's recommendations to the board of trustees for their next scheduled meeting. At the board's request, the candidate's portfolio will be forwarded by the president for their review.
8. By April 30 of the fourth year, the president will notify the candidate in writing of the board's decision. Tenure will begin the fall semester following approval.

## **II. Tenure Committee Procedures**

- A. By September 1 of each academic year, the VPI will furnish the Tenure Committee with an updated list containing the following information for all new full-time faculty employed in tenure track positions:
  1. name,
  2. teaching assignment and division, and
  3. year eligible for tenure conferral.
- B. By September 15 of each academic year, the VPI or designee, and the Tenure Committee will convene a meeting for all first-year, full-time faculty members in tenure track positions, with the purpose of explaining the policies and procedures governing faculty evaluation, tenure, remediation, suspension, termination for cause, and faculty appeals.

- C. By November 1 of the fourth year, the Tenure Committee will invite the submission of written testimony from administrators, faculty, staff, and students pertaining to candidates who will submit portfolios for initial tenure. This testimony must be received by the Tenure Committee by December 1. Only testimony that is dated and signed will be considered by the Tenure Committee. The Tenure Committee will inform the candidate about testimony received by December 15.
- D. By January 15 of the fourth year, a candidate may provide written rebuttal to negative testimony, evaluations, or recommendations to the Tenure Committee.
- E. A candidate may request an opportunity to be heard by the Tenure Committee to respond to negative formal summative evaluations, recommendations, or testimony received for the third or fourth years, prior to final deliberation by the Tenure Committee pursuant to the following:
  - 1. If a candidate desires an opportunity to be heard by the Tenure Committee, the candidate must submit a written request to the Tenure Committee by January 15.
  - 2. The Tenure Committee Chair will schedule a meeting by February 1. The division chair, candidate, FET members, mentor, and any other interested persons will be invited to attend as deemed appropriate by the Tenure Committee. The candidate may present and/or rebut evidence and call witnesses to testify. No party or participating person may have an attorney address the Tenure Committee.
  - 3. Rebuttal evidence will be provided in the form of written administrative, peer or student evaluations, or other pertinent information. All written testimony or supporting evidence offered must be dated and signed.
  - 4. At any point in the proceedings, the Tenure Committee may solicit additional testimony that the committee believes to be pertinent.
  - 5. Following the proceedings, the Tenure Committee will notify the candidate by February 15 of its final decision to recommend for or against tenure, following the same timeline for making their recommendation to the VPI.
  - 6. Documents considered during the Tenure Committee's deliberations may be filed in the candidate's permanent personnel file located in the Office of Human Resources at the request of the Tenure Committee or the candidate.
  - 7. While the proceedings of the Tenure Committee are confidential, persons making written or oral statements to the Tenure Committee should understand that their statements and identity will be available for use by the candidate and may become part of the candidate's permanent personnel file.