

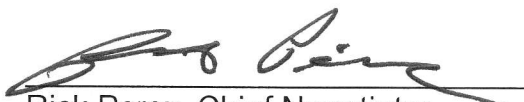
TENTATIVE AGREEMENT
TENURE REPORT PACKETS
YEARS 1-4

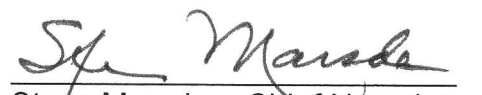
The District and the Guild agree to revise the Tenure Report Packets for Years 1 through 4.

For each year, the following have been updated:

Contents
Events & Meetings Completion Checklist
Composite Non-Tenured Faculty Evaluation Rating Sheet
Tenure Track Review Flowchart

Date of Agreement 5-26-2010


Rick Perez, Chief Negotiator
Glendale College District


Steve Marsden, Chief Negotiator
Glendale College Guild

**GLENDALE COMMUNITY COLLEGE
NON-TENURED EVALUATION**

TENURE REPORT PACKET- Year 1

CONTENTS

1 Copy	“Events & Meetings Completion Check List” – includes dates
1 Copy	Non-Tenured Faculty – Three-Year Professional Growth Plan Form (This form is modified each year as necessary)
3 Copies	Non-Tenured Faculty – Faculty Evaluation Rating Sheet *
1 Copy	Non-Tenured Faculty – Composite Evaluation Rating Sheet
1 Copy	Student Evaluation of Instructor Scantron Form **
1 Copy	Non-Tenured Faculty – Response to Student Feedback Form
1 Copy	Non-Tenured Faculty Review Flowchart

NOTES:

- * Each committee member must fill out one of these forms and give it to the Committee Chair after observation.

- ** Completed “Student Feedback” forms are scanned and summarized by the Instructional Services Office and sent to the Committee Chair. The data and “Summary of Comments” remains the property of the Committee Chair during the tenure review process.

**GLENDALE COMMUNITY COLLEGE
NON-TENURED EVALUATION**

Events & Meetings
Completion Checklist - Year 1

- TENURE REVIEW COMMITTEE SELECTED
[DATE DUE: **by end of the 2nd week of Fall semester** / DATE COMPLETED: _____]
- MENTOR ASSIGNED
[DATE DUE: **by end of the 2nd week of candidate's first semester** / DATE COMPLETED: _____]
- PROFESSIONAL GROWTH PLAN DEVELOPED
[DATE DUE: **The first working day in October** / DATE COMPLETED: _____]
- TENURE REVIEW COMMITTEE MEETS WITH CANDIDATE
[DATE DUE: **by end of the 2nd week of October** / DATE COMPLETED: _____]
- CLASSROOM OR NON-CLASSROOM OBSERVATIONS
[DATE DUE: **after Census and before final exams begin** / DATE COMPLETED: _____]
- STUDENT EVALUATIONS
[DATE DUE: **after census and not later than 15 working days before the end of Fall semester** / DATE COMPLETED: _____]
- INDIVIDUAL CONFERENCES (as necessary)
[DATE COMPLETED: _____]

The following steps are completed after Fall semester final exam week and by the first working day in March.

- STUDENT EVALUATIONS AVAILABLE FOR CANDIDATE REVIEW
[DATE COMPLETED: _____]
- CANDIDATE RESPONSE TO STUDENT EVALUATIONS
[DATE COMPLETED: _____]
- COMMITTEE MEETS TO WRITE COMPOSITE EVALUATION
[DATE COMPLETED: _____]
- TENURE REVIEW COMMITTEE MEETS WITH CANDIDATE (to review and sign composite evaluation) [DATE COMPLETED: _____]
- CANDIDATE RESPONDS TO COMPOSITE EVALUATION (within one week of meeting) [DATE COMPLETED: _____]
- COMPLETED PAPERWORK SUBMITTED TO HUMAN RESOURCES
[DATE COMPLETED: _____]

COMPOSITE NON-TENURED FACULTY EVALUATION RATING SHEET – YEAR 1

NAME OF FACULTY MEMBER _____ DATE OF EXIT INTERVIEW _____

This is a composite report of the evaluations which have been prepared by the Tenure Review Committee established to evaluate this faculty member. This report constitutes the consensus of the committee regarding faculty performance and or recommendation for tenure status.

- I. **SELF EVALUATION REPORT** The committee has reviewed the self evaluation report and makes the following recommendations:

DO NOT COMPLETE THIS SECTION

- II. **FACULTY EVALUATION RATING SHEETS** The committee members have reviewed class materials and conducted observations of the class sessions or learning experiences. The committee makes the following observations:

COMMENDATIONS:

RECOMMENDATIONS:

COMPOSITE EVALUATION REPORT

III. STUDENT EVALUATIONS This employee was evaluated under the following student evaluation form:

_____ The following observations have been made:

COMMENDATIONS:

RECOMMENDATIONS:

COMPOSITE EVALUATION REPORT

IV. OTHER (eg. Grading Standards, Special Assignments, 3-Yr Professional Growth Plan, Professional Responsibilities)

COMMENDATIONS:

RECOMMENDATIONS:

ADDITIONAL COMMENTS AND/OR APPROPRIATE SUGGESTIONS THAT MAY ENHANCE PERFORMANCE:

COMPOSITE EVALUATION FORM

The above listed report represents the consensus of the Tenure Review Committee and is forwarded to the administration for recording and/or action.

COMMITTEE CHAIR: _____

ADMINISTRATOR: _____

DIVISION CHAIR: _____

SECOND PEER: _____

EVALUATEE'S COMMENTS:

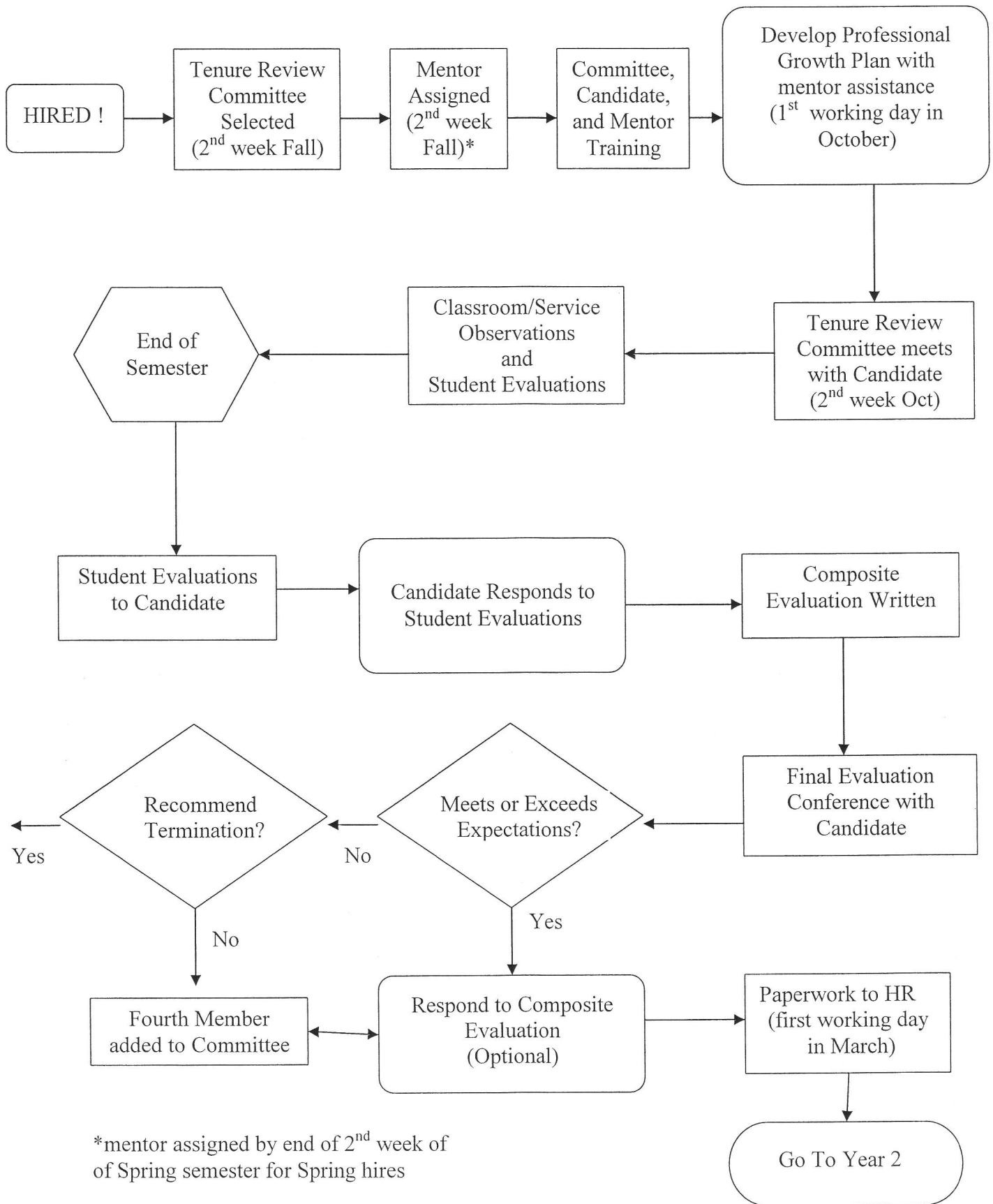
The committee makes the following finding for this faculty member:
_____ Meets or Exceeds Expectations _____ Needs Improvement _____ Unsatisfactory

The committee makes the following recommendation for this probationary faculty member:
_____ Continue Probation _____ Termination
Reason for Recommendation: _____
_____ Termination Number of Votes: _____ For _____ Against

A signature on this form does not constitute acceptance of this evaluation. The evaluatee has the right to append his or her own written comments.

EVALUATEE: _____ **DATE:** _____

Glendale College Tenure Track Review Flowchart – Year 1



**GLENDALE COMMUNITY COLLEGE
NON-TENURED EVALUATION**

TENURE REPORT PACKET- Year 2

CONTENTS

1 Copy	“Events & Meetings Completion Check List” – includes dates
1 Copy	Non-Tenured Faculty – Three-Year Professional Growth Plan Form (This form is modified each year as necessary)
3 Copies	Non-Tenured Faculty – Faculty Evaluation Rating Sheet *
1 Copy	Non-Tenured Faculty – Composite Evaluation Rating Sheet
1 Copy	Non-Tenured Faculty – Self Evaluation Report Form
1 Copy	Student Evaluation of Instructor Scantron Form **
1 Copy	Non-Tenured Faculty – Response to Student Feedback Form
1 Copy	Non-Tenured Faculty Review Flowchart

NOTES:

* Each committee member must fill out one of these forms and give it to the Committee Chair after observation.

** Completed “Student Feedback” forms are scanned and summarized by the Instructional Services Office and sent to the Committee Chair. The data and “Summary of Comments” remains the property of the Committee Chair during the tenure review process.

**GLENDALE COMMUNITY COLLEGE
NON-TENURED EVALUATION**

Events & Meetings
Completion Checklist - Year 2

- SELF-EVALUATION COMPLETED
[DATE DUE: **by end of the 2nd week of Fall semester** / DATE COMPLETED: _____]
- MODIFY PROFESSIONAL GROWTH PLAN
[DATE DUE: **by end of the 2nd week of Fall semester** / DATE COMPLETED: _____]
- CLASSROOM OR NON-CLASSROOM OBSERVATIONS
[DATE DUE: **after Census and before final exams begin** / DATE COMPLETED: _____]
- STUDENT EVALUATIONS
[DATE DUE: **after census and not later than 15 working days before the end of Fall semester** / DATE COMPLETED: _____]
- INDIVIDUAL CONFERENCES (as necessary)
[DATE COMPLETED: _____]

The following steps are completed after Fall semester final exam week and by the first working day in March.

- STUDENT EVALUATIONS AVAILABLE FOR CANDIDATE REVIEW
[DATE COMPLETED: _____]
- CANDIDATE RESPONSE TO STUDENT EVALUATIONS
[DATE COMPLETED: _____]
- COMMITTEE MEETS TO WRITE COMPOSITE EVALUATION
[DATE COMPLETED: _____]
- TENURE REVIEW COMMITTEE MEETS WITH CANDIDATE (to review and sign composite evaluation) [DATE COMPLETED: _____]
- CANDIDATE RESPONDS TO COMPOSITE EVALUATION (within one week of meeting) [DATE COMPLETED: _____]
- COMPLETED PAPERWORK SUBMITTED TO HUMAN RESOURCES
[DATE COMPLETED: _____]

COMPOSITE NON-TENURED FACULTY EVALUATION RATING SHEET – YEAR 2

NAME OF FACULTY MEMBER _____ DATE OF EXIT INTERVIEW _____

This is a composite report of the evaluations which have been prepared by the Tenure Review Committee established to evaluate this faculty member. This report constitutes the consensus of the committee regarding faculty performance and or recommendation for tenure status.

I. SELF EVALUATION REPORT The committee has reviewed the self evaluation report and makes the following recommendations:

II. FACULTY EVALUATION RATING SHEETS The committee members have reviewed class materials and conducted observations of the class sessions or learning experiences. The committee makes the following observations:

COMMENDATIONS:

RECOMMENDATIONS:

COMPOSITE EVALUATION REPORT

III. STUDENT EVALUATIONS This employee was evaluated under the following student evaluation form:

_____ The following observations have been made:

COMMENDATIONS:

RECOMMENDATIONS:

COMPOSITE EVALUATION REPORT

IV. OTHER (eg. Grading Standards, Special Assignments, Modified Growth Plan, Professional Responsibilities not included in self-evaluation)

COMMENDATIONS:

RECOMMENDATIONS:

ADDITIONAL COMMENTS AND/OR APPROPRIATE SUGGESTIONS THAT MAY ENHANCE PERFORMANCE:

COMPOSITE EVALUATION FORM

The above listed report represents the consensus of the Tenure Review Committee and is forwarded to the administration for recording and/or action.

COMMITTEE CHAIR: _____

ADMINISTRATOR: _____

DIVISION CHAIR: _____

SECOND PEER: _____

EVALUATEE'S COMMENTS:

The committee makes the following finding for this faculty member:
_____ Meets or Exceeds Expectations _____ Needs Improvement _____ Unsatisfactory

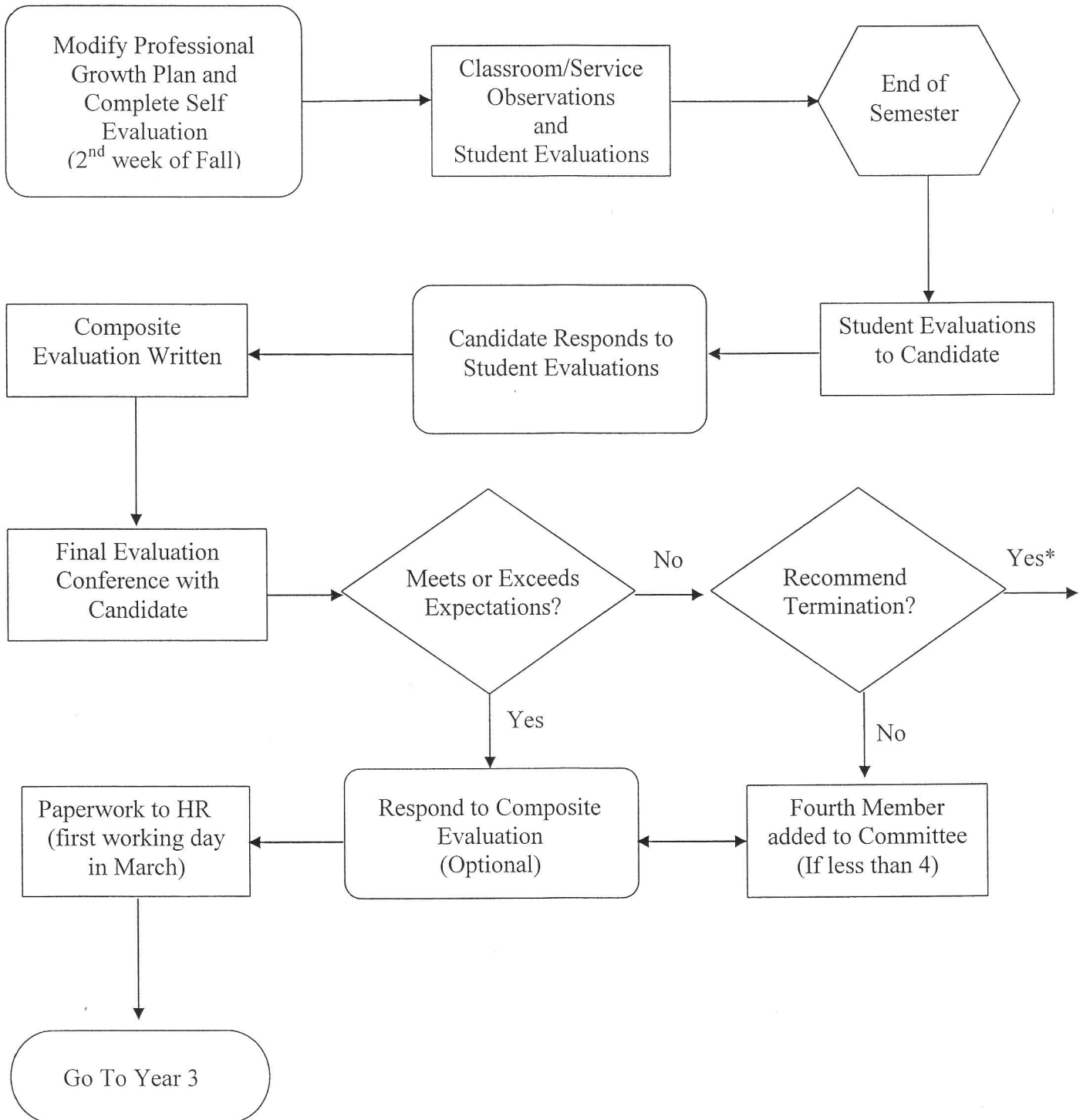
The committee makes the following recommendation for this probationary faculty member:
_____ Continue Probation _____ Termination
Reason for Recommendation: _____

_____ Termination Number of Votes: _____ For _____ Against

A signature on this form does not constitute acceptance of this evaluation. The evaluatee has the right to append his or her own written comments.

EVALUATEE: _____ **DATE:** _____

Glendale College Tenure Track Review Flowchart – Year 2



**GLENDALE COMMUNITY COLLEGE
NON-TENURED EVALUATION**

TENURE REPORT PACKET- Year 3

CONTENTS

1 Copy	“Events & Meetings Completion Check List” – includes dates
1 Copy	Non-Tenured Faculty – Three-Year Professional Growth Plan Form (This form is modified each year as necessary)
3 Copies	Non-Tenured Faculty – Faculty Evaluation Rating Sheet *
1 Copy	Non-Tenured Faculty – Composite Evaluation Rating Sheet
1 Copy	Non-Tenured Faculty – Self Evaluation Report Form
1 Copy	Student Evaluation of Instructor Scantron Form **
1 Copy	Non-Tenured Faculty – Response to Student Feedback Form
1 Copy	Non-Tenured Faculty Review Flowchart

NOTES:

* Each committee member must fill out one of these forms and give it to the Committee Chair after observation.

** Completed “Student Feedback” forms are scanned and summarized by the Instructional Services Office and sent to the Committee Chair. The data and “Summary of Comments” remains the property of the Committee Chair during the tenure review process.

**GLENDALE COMMUNITY COLLEGE
NON-TENURED EVALUATION**

**Events & Meetings
Completion Checklist - Year 3**

- SELF-EVALUATION COMPLETED
[DATE DUE: **by end of the 2nd week of Fall semester** / DATE COMPLETED: _____]
- MODIFY PROFESSIONAL GROWTH PLAN
[DATE DUE: **by end of the 2nd week of Fall semester** / DATE COMPLETED: _____]
- CLASSROOM OR NON-CLASSROOM OBSERVATIONS
[DATE DUE: **after Census and before final exams begin** / DATE COMPLETED: _____]
- STUDENT EVALUATIONS
[DATE DUE: **after census and not later than 15 working days before the end of Fall semester** / DATE COMPLETED: _____]
- INDIVIDUAL CONFERENCES (as necessary)
[DATE COMPLETED: _____]

The following steps are completed after Fall semester final exam week and by the first working day in March.

- STUDENT EVALUATIONS AVAILABLE FOR CANDIDATE REVIEW
[DATE COMPLETED: _____]
- CANDIDATE RESPONSE TO STUDENT EVALUATIONS
[DATE COMPLETED: _____]
- COMMITTEE MEETS TO WRITE COMPOSITE EVALUATION
[DATE COMPLETED: _____]
- TENURE REVIEW COMMITTEE MEETS WITH CANDIDATE (to review and sign composite evaluation) [DATE COMPLETED: _____]
- CANDIDATE RESPONDS TO COMPOSITE EVALUATION (within one week of meeting) [DATE COMPLETED: _____]
- COMPLETED PAPERWORK SUBMITTED TO HUMAN RESOURCES
[DATE COMPLETED: _____]

COMPOSITE NON-TENURED FACULTY EVALUATION RATING SHEET – YEAR 3

NAME OF FACULTY MEMBER _____ DATE OF EXIT INTERVIEW _____

This is a composite report of the evaluations which have been prepared by the Tenure Review Committee established to evaluate this faculty member. This report constitutes the consensus of the committee regarding faculty performance and or recommendation for tenure status.

I. SELF EVALUATION REPORT The committee has reviewed the self evaluation report and makes the following recommendations:

II. FACULTY EVALUATION RATING SHEETS The committee members have reviewed class materials and conducted observations of the class sessions or learning experiences. The committee makes the following observations:

COMMENDATIONS:

RECOMMENDATIONS:

COMPOSITE EVALUATION REPORT

III. STUDENT EVALUATIONS This employee was evaluated under the following student evaluation form:

_____ The following observations have been made:

COMMENDATIONS:

RECOMMENDATIONS:

COMPOSITE EVALUATION REPORT

IV. OTHER (eg. Grading Standards, Special Assignments, Modified Growth Plan, Professional Responsibilities not included in self-evaluation)

COMMENDATIONS:

RECOMMENDATIONS:

ADDITIONAL COMMENTS AND/OR APPROPRIATE SUGGESTIONS THAT MAY ENHANCE PERFORMANCE:

COMPOSITE EVALUATION FORM

The above listed report represents the consensus of the Tenure Review Committee and is forwarded to the administration for recording and/or action.

COMMITTEE CHAIR: _____

ADMINISTRATOR: _____

DIVISION CHAIR: _____

SECOND PEER: _____

EVALUATEE'S COMMENTS:

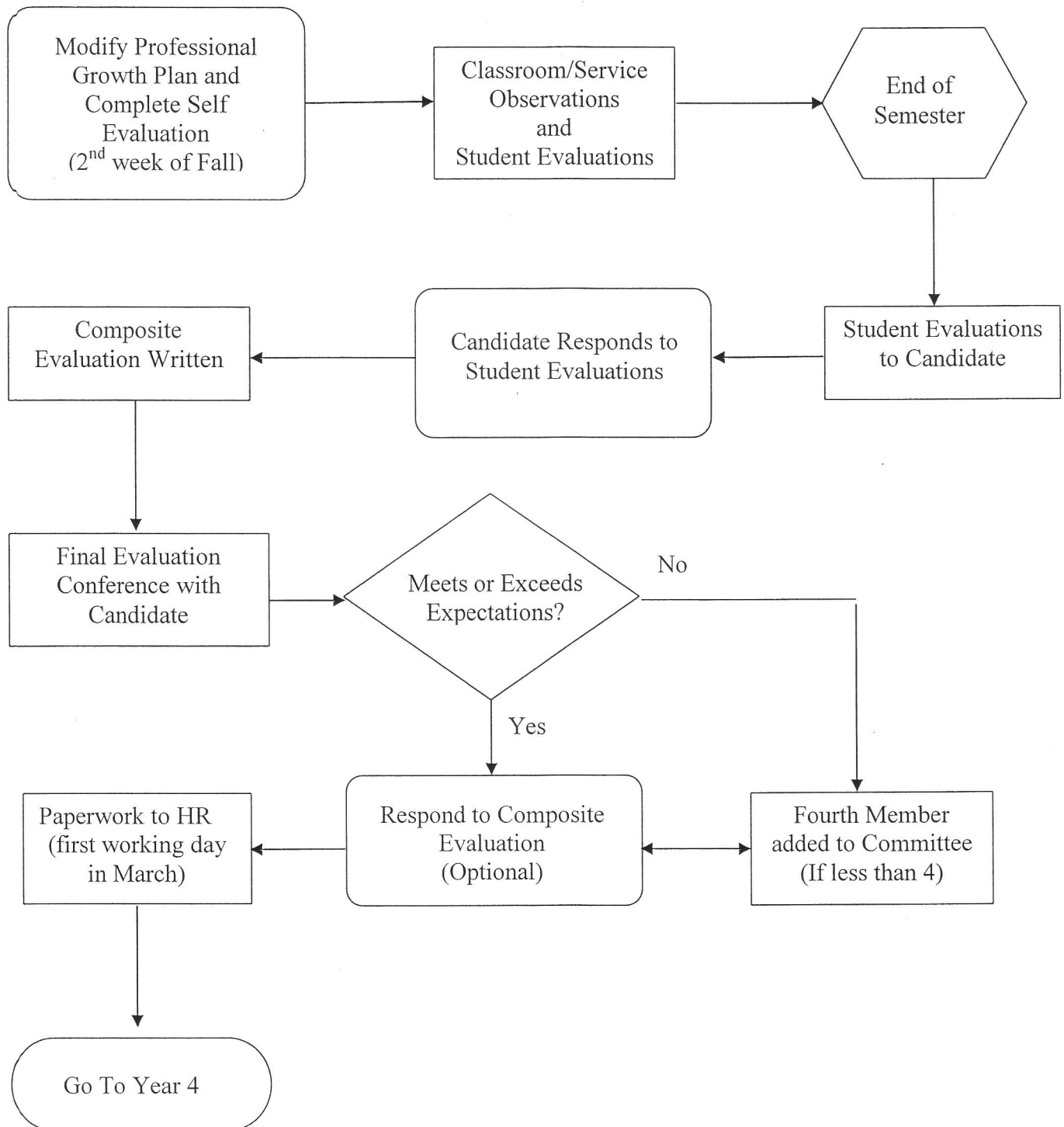
The committee makes the following finding for this faculty member:
 Meets or Exceeds Expectations Needs Improvement Unsatisfactory

The committee makes the following recommendation for this probationary faculty member:
 Continue Probation
Reason for Recommendation: _____

A signature on this form does not constitute acceptance of this evaluation. The evaluatee has the right to append his or her own written comments.

EVALUATEE: _____ **DATE:** _____

Glendale College Tenure Track Review Flowchart – Year 3



**GLENDALE COMMUNITY COLLEGE
NON-TENURED EVALUATION**

TENURE REPORT PACKET- Year 4

CONTENTS

1 Copy	“Events & Meetings Completion Check List” – includes dates
3 Copies	Non-Tenured Faculty – Faculty Evaluation Rating Sheet *
1 Copy	Non-Tenured Faculty – Composite Evaluation Rating Sheet
1 Copy	Non-Tenured Faculty – Self Evaluation Report Form
1 Copy	Student Evaluation of Instructor Scantron Form **
1 Copy	Non-Tenured Faculty – Response to Student Feedback Form
1 Copy	Non-Tenured Faculty Review Flowchart

NOTES:

- * Each committee member must fill out one of these forms and give it to the Committee Chair after observation.
- ** Completed “Student Feedback” forms are scanned and summarized by the Instructional Services Office and sent to the Committee Chair. The data and “Summary of Comments” remains the property of the Committee Chair during the tenure review process.

**GLENDALE COMMUNITY COLLEGE
NON-TENURED EVALUATION**

Events & Meetings
Completion Checklist - Year 4

- SELF-EVALUATION COMPLETED
[DATE DUE: **by end of the 2nd week of Fall semester** / DATE COMPLETED: _____]
- CLASSROOM OR NON-CLASSROOM OBSERVATIONS
[DATE DUE: **after Census and before final exams begin** / DATE COMPLETED: _____]
- STUDENT EVALUATIONS
[DATE DUE: **after census and not later than 15 working days before the end of Fall semester** / DATE COMPLETED: _____]
- INDIVIDUAL CONFERENCES (as necessary)
[DATE COMPLETED: _____]

The following steps are completed after Fall semester final exam week and by the first working day in March.

- STUDENT EVALUATIONS AVAILABLE FOR CANDIDATE REVIEW
[DATE COMPLETED: _____]
- CANDIDATE RESPONSE TO STUDENT EVALUATIONS
[DATE COMPLETED: _____]
- COMMITTEE MEETS TO WRITE COMPOSITE EVALUATION
[DATE COMPLETED: _____]
- MEETING WITH DIVISION OR DEPARTMENT – **“REQUIRED”**
[DATE COMPLETED: _____]
- TENURE REVIEW COMMITTEE MEETS WITH CANDIDATE (to determine if tenure is recommended, 3 votes required) [DATE COMPLETED: _____]
- CANDIDATE RESPONDS TO COMPOSITE EVALUATION
(within one week of meeting) [DATE COMPLETED: _____]
- COMPLETED PAPERWORK SUBMITTED TO HUMAN RESOURCES
[DATE COMPLETED: _____]

COMPOSITE NON-TENURED FACULTY EVALUATION RATING SHEET – YEAR 4

NAME OF FACULTY MEMBER _____ DATE OF EXIT INTERVIEW _____

This is a composite report of the evaluations which have been prepared by the Tenure Review Committee established to evaluate this faculty member. This report constitutes the consensus of the committee regarding faculty performance and or recommendation for tenure status.

I. **SELF EVALUATION REPORT** The committee has reviewed the self evaluation report and makes the following recommendations:

II. **FACULTY EVALUATION RATING SHEETS** The committee members have reviewed class materials and conducted observations of the class sessions or learning experiences. The committee makes the following observations:

COMMENDATIONS:

RECOMMENDATIONS:

COMPOSITE EVALUATION REPORT

III. STUDENT EVALUATIONS This employee was evaluated under the following student evaluation form:

_____ The following observations have been made:

COMMENDATIONS:

RECOMMENDATIONS:

COMPOSITE EVALUATION REPORT

IV. OTHER (eg. Grading Standards, Special Assignments, Modified Growth Plan, Professional Responsibilities not included in self-evaluation)

COMMENDATIONS:

RECOMMENDATIONS:

ADDITIONAL COMMENTS AND/OR APPROPRIATE SUGGESTIONS THAT MAY ENHANCE PERFORMANCE:

COMPOSITE EVALUATION FORM

The above listed report represents the consensus of the Tenure Review Committee and is forwarded to the administration for recording and/or action.

COMMITTEE CHAIR: _____

ADMINISTRATOR: _____

DIVISION CHAIR: _____

SECOND PEER: _____

EVALUATEE'S COMMENTS:

The committee makes the following finding for this faculty member:
_____ Meets or Exceeds Expectations _____ Needs Improvement _____ Unsatisfactory

The committee makes the following recommendation for this probationary faculty member:
_____ Grant Tenure _____ Termination
Reason for Recommendation: _____
_____ Grant Tenure at the end of the end of the fourth (4th) year. Number of Votes: _____ For _____ Against

A signature on this form does not constitute acceptance of this evaluation. The evaluatee has the right to append his or her own written comments.

EVALUATEE: _____ **DATE:** _____

Glendale College Tenure Track Review Flowchart – Year 4

