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**Relates to Policy:** 3.02.09

**Legal Citation(s):**

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Note: All deadlines expressed in this document reflect full weeks (i.e. if Oct. 1<sup>st</sup> is a Wednesday, the following week would reflect the first full week of October) and by

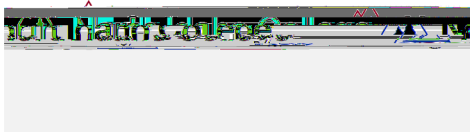
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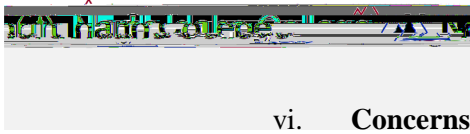
division chairs for approval:

1. A two- or three-member faculty evaluation team (FET) all

in the Tenure Policy.

ii. The purpose of an FET is to provide formative feedback to the instructor to help strengthen his or her teaching skills in pre



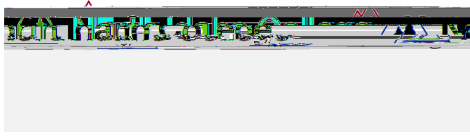


- vi. **Concerns:** If significant deficiencies are noted at this time, in coordination with HR, the FET and division chair/director will develop a performance improvement plan to address noted deficiencies and will submit the plan to the candidate and the Tenure Committee by the first week of June. The performance improvement plan will outline goals, action steps, and a timeline for improvement with periodic checkpoints that will extend the overall time to completion of the Tenure process. The division chair/director will notify the appropriate dean about the deficiencies and forward to the dean the plan agreed to by the FET and candidate.

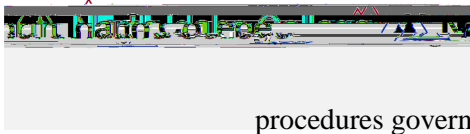
C. Evaluations during the Tenure Process—Year 3:

- i. **Student Evaluations:** Each semester, the 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.
- ii. **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



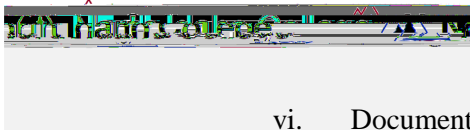


Procedure # 3.02.09



procedures governing faculty evaluation, Tenure, remediation, suspension, termination for cause, and faculty appeals.

- C. By the third week of October of each academic year, the CAO or designee and the Tenure Committee will convene a meeting for all FET members, with the purpose of offering training on completion



- vi. Documents considered during the Tenure Committee's deliberations will 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.
- vii. While the proceedings of the Tenure Committee are confidential, persons