

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF OCTOBER 29, 2014**

**TAB 1**

**STUDY SESSION**

**Subject: Tenure Process**

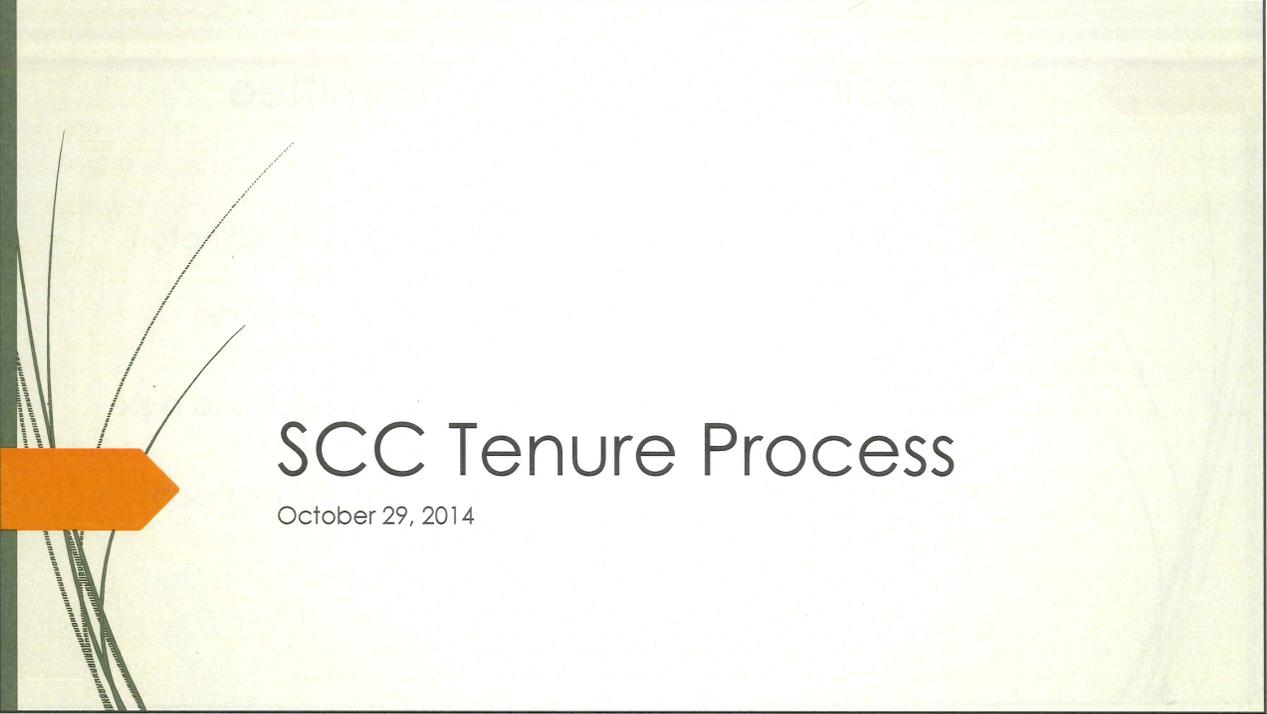
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**Attachment/To Follow**

SCC Tenure Process slide presentation.

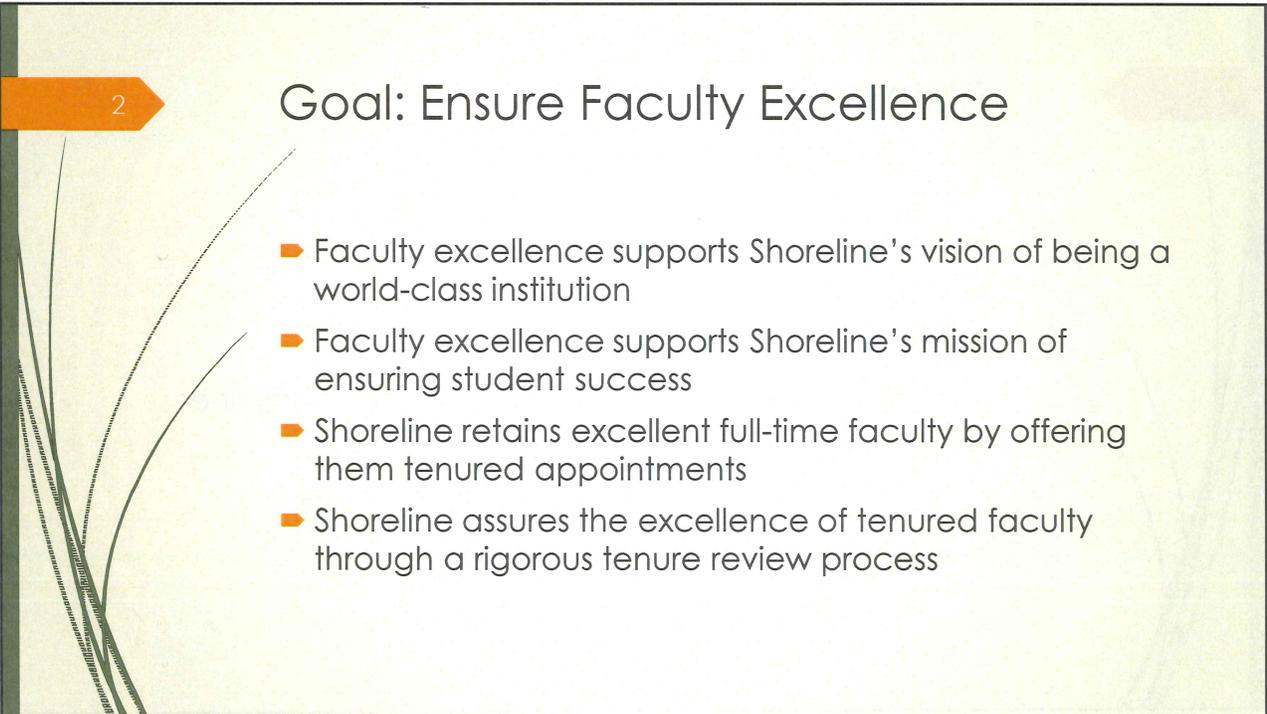
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Professor of History  
Shoreline Community College  
October 24, 2014

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# SCC Tenure Process

October 29, 2014



## 2 Goal: Ensure Faculty Excellence

- Faculty excellence supports Shoreline's vision of being a world-class institution
- Faculty excellence supports Shoreline's mission of ensuring student success
- Shoreline retains excellent full-time faculty by offering them tenured appointments
- Shoreline assures the excellence of tenured faculty through a rigorous tenure review process

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## Appointment Review Committee

- ▶ The tenure review process is governed by Washington State law and by mutual agreement of the administration and the faculty as expressed in the collective bargaining agreement (the contract)
- ▶ Shoreline assigns the tenure evaluation process to a six-person Appointment Review Committee (ARC)
- ▶ Upon hire, SCC establishes a separate ARC for each new tenure-track faculty member

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## Members of the ARC

- ▶ Tenure-track candidate
- ▶ Administrator (usually a dean)
- ▶ Three tenured faculty members
  - ▶ One from the candidate's academic discipline
  - ▶ One from a related discipline
  - ▶ One additional tenured faculty member
- ▶ A currently-enrolled Shoreline student

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## ARC Assesses and Documents Candidate's Growth Into Tenured Faculty Member Role

- Instructional or Non-Instructional Responsibilities
- Academic Advising
- Professional Development
- Departmental work
  - Curriculum development
  - Course schedule planning
  - Oversight of associate faculty
- Divisional work
  - Annual program review
- Campus-wide work
  - Governance committees
  - Student club advising
  - Attending campus events
- Community engagement
  - Professional-technical advisory committees
- Statewide work
  - Articulation and transfer agreements
  - SBCTC committees and projects

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## ARC Report Contents

- Summary of committee activities
  - Committee meets at least once each quarter
  - Any changes to ARC membership
  - Dates and activities of each ARC meeting held since previous report
- Narrative summary of committee's recommendation
  - Synopsis of committee's meetings (discussion of observations/evaluations)
  - Summary of candidate's growth into tenured faculty role
  - Summary of candidate's areas of strength
  - Committee's efforts to assist candidate with suggested improvements
  - Committee recommendation regarding renewal or awarding of tenure

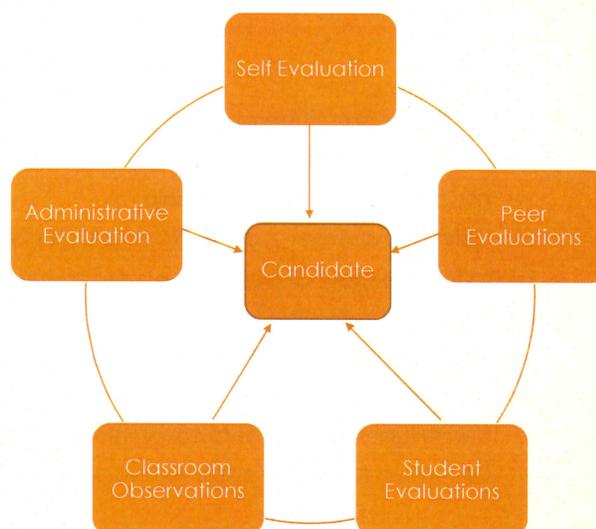
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## Documents Included in ARC Report

- ▶ Candidate's current updated resume or vita
- ▶ Candidate's annual self-evaluation
- ▶ Peer evaluations submitted annually by three-to-five tenured faculty members who are not on the ARC
- ▶ Student evaluations collected quarterly from every class taught or from non-instructional student interactions
- ▶ ARC members' observations of the candidate, completed by each committee member every quarter
- ▶ Administrative evaluation completed every quarter

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## ARC's 360-° Review of Candidate



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## Candidate's Self Evaluation

- Candidate's updated resume or vita
- Statement of goals and plan for achievement of goals
  - Advising or curricular goals
  - Program and divisional goals
- Analysis of strengths and effectiveness in faculty role
  - Faculty role broadens year by year
- Responsiveness to committee members' suggestions
- Discussion of plan for continuing professional growth

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## Peer Evaluations

- Direct feedback about candidate's growth in meeting a tenured faculty member's responsibilities
- Does not typically include a classroom observation
- Comments on candidate's professional knowledge and interactions with faculty peers, administrators, staff, and students (usually outside of the classroom)
- Could include comments on the candidate's departmental, divisional, and campus committee work

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## Student Evaluations

- ▶ Direct feedback from students on the candidate's interactions with them while carrying out professional responsibilities
- ▶ Includes tabulated student ratings of candidate for all courses taught in 8-quarter tenure review process
- ▶ Includes all verbatim student comments
- ▶ Allows candidate to address any concerns expressed by students

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## Classroom Observations

- ▶ Direct feedback from ARC members on candidate's interactions with students in classroom setting
- ▶ ARC members each observe candidate once per quarter
- ▶ Classroom observations describe
  - ▶ Lesson content and design and learning environment
  - ▶ Candidate's strengths in instructional role
  - ▶ Effectiveness of instructional approach
  - ▶ Observer's suggestions for enhancing student learning
  - ▶ Any areas observer believes need improvement

## Administrative Evaluation

- ▶ Direct feedback from administrator on candidate's job performance
- ▶ Administrator observes candidate every quarter
- ▶ Explains candidate's primary professional responsibilities
- ▶ Discusses candidate's contributions to the college beyond primary instructional/non-instructional duties
- ▶ Summarizes candidate's strengths and progress in growing into tenured faculty role
- ▶ Assures that the agreed-upon tenure process is being followed by the committee

## ARC Assessment Lasts 8 Quarters BOT Receives 3 Evaluation Reports

### Year 1

Evaluation of  
1<sup>st</sup> & 2<sup>nd</sup>  
quarters

BOT review &  
renewal vote

### Year 2

Evaluation of  
3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup>  
quarters

BOT review &  
renewal vote

### Year 3

Evaluation of  
6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>  
quarters

BOT review &  
tenure vote