

Tenure Candidate Timeline

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		X = Member Responsibility		
Fall 2021	Requirement	Candidate	Tenure Review Committee	Coordinator
Flex Week (8/13 - 8/19)	<ul style="list-style-type: none"> All new Candidates and TRC members complete training 	X	X	X
1 week prior to Flex Week until Week 9 of the fall semester (8/6 - 10/22)	<ul style="list-style-type: none"> Non-classroom Candidate sends Survey Options Report to HR at least one week before first survey is distributed Administration of point-of-service Student Survey of Non-Classroom Faculty 	X		
Weeks 1-4 (8/23 - 9/17)	<ul style="list-style-type: none"> TRC Chair schedules and leads Introductory Meeting for first-year Candidate Candidate submits Survey Options Report to HR, TRC Chair, and Coordinator Candidate submits Observation Schedule Report to TRC Chair and Coordinator Candidate schedules Candidate observations TRC Chair schedules Tenure Review Meeting 	X	X	X

By end of Week 9 (10/22)	<ul style="list-style-type: none"> • Student surveys completed • Faculty/Staff Survey of Non-Classroom Faculty completed • All observations completed and observers send Observation and Discussion Reports to Coordinator • Candidate submits Professional Growth and Activities Report to TRC Chair (Cycles Two through Four only) 	X	X	X
By end of Week 10 (10/29)	<ul style="list-style-type: none"> • HR grants ePortfolio access to TRC members 			
By end of Week 11 (11/5)	<ul style="list-style-type: none"> • HR uploads student survey results to Candidate's ePortfolio • HR uploads Faculty/Staff Survey of Non-Classroom Faculty to Candidate's ePortfolio • Coordinator sends all Observation and Discussion Reports to Candidate • TRC Chair sends Professional Growth and Activities Report to Coordinator • TRC Chair sends D/WG Responsibilities Observation Report to Coordinator (optional) • Dean submits Dean's Report to Coordinator 		X	X
By end of Week 12 (11/11) (11/12/21-Holiday)	<ul style="list-style-type: none"> • Coordinator reviews and sends to Candidate: <ul style="list-style-type: none"> ○ Professional Growth and Activities Report ○ Dean's Report ○ If submitted, D/WG Responsibilities Observation Report 			X
By end of Week 13 (11/19)	<ul style="list-style-type: none"> • Candidate submits Evaluation Packet in PDF format to Coordinator by noon on Friday, including the Candidate's self-study • Coordinator uploads Evaluation Packet to Candidate's ePortfolio 	X		X

Weeks 14-16 (11/22 - 12/10)	<ul style="list-style-type: none"> • TRC Chair leads Tenure Review Meeting, followed by Tenure Evaluation Meeting • Within three business days of Tenure Evaluation Meeting, TRC Chair submits TRC Report and Tenure Plan to Coordinator 	X	X	X
By end of Week 17 (12/17)	<ul style="list-style-type: none"> • Within two business days of TRC's recommendation, Coordinator informs Candidate of TRC Report recommendation by phone or in person, and via email • Within three business days after receiving TRC Report from Chair, Coordinator reviews the TRC Report and sends original to HR • HR notifies Candidate to review and sign TRC Report; uploads signed copy to Candidate's ePortfolio; sends copies to Candidate and appropriate vice president to forward to Superintendent/President • If necessary, Coordinator informs Candidate of right to appeal to Appeals and Review Committee (ARC) • If necessary, Appellant submits appeal form to ARC Chair and TREC Chair within ten calendar days of the written notification of TRC's recommendation that generated appeal 	X		X

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Spring 2022	Requirement	Tenure Candidate	Tenure Review Committee	Coordinator
1 week prior to Flex Week until Week 15 of the spring semester (1/7 - 5/13)	<ul style="list-style-type: none"> Non-classroom Candidate sends Survey Options Report to HR at least one week before the first survey is distributed Administration of point-of-service Student Survey of Non-Classroom Faculty 	X		
By end of Week 2 (2/4)	<ul style="list-style-type: none"> Candidate submits Survey Options Report to HR, TRC Chair, and Coordinator Candidate completes an Observation Schedule Report and sends to TRC Chair and Coordinator ARC hearings for appeals are completed 	X		
By March 14	<ul style="list-style-type: none"> Superintendent/President submits final recommendations and Board of Trustees makes final decisions 			
By end of Week 15 (5/13)	<ul style="list-style-type: none"> Student Surveys completed Faculty/Staff Survey of Non-Classroom Faculty is completed All observations completed and observers send copies of Observation and Discussion Reports to Tenure Coordinator 	X	X	X
By end of Week 17 (5/27)	<ul style="list-style-type: none"> Coordinator sends Observation and Discussion Reports to Candidate HR uploads survey results to Candidate's ePortfolio HR uploads Faculty/Staff Survey of Non-Classroom Faculty to Candidate's ePortfolio 			X