

A. Tenure Review and the Criteria Related to Exceptional Circumstances for Early Tenure Consideration

Tenure Review is a four-year process during which the institution gives support and positive reinforcement to probationary instructors. The tenure review process is a period of time when peers have the opportunity to work closely together in a mutually supportive manner, give each other assistance, resources, and the opportunity to discuss ideas and teaching techniques. Hence, the four-year tenure review period is one of validation, intended as a positive experience which sets the tone for the professional life of a new full-time instructor in this District.

Only in rare and exceptional circumstances is this period shortened and an individual faculty member is given the opportunity to be reviewed for tenure earlier than four years. Of course, being given the opportunity to go through an early tenure review process does not guarantee the awarding of early tenure or tenure after four years.

Qualifying elements and the criteria that comprise "Exceptional Circumstances" are as follows:

1. Senior Faculty member (with extensive experience as a tenured faculty member) from another community college or institution of higher education hired as faculty by the college because of his/her outstanding track record, expertise, and commitment to students and quality instruction; or,
2. The reputational qualities and contributions of the individual to a particular field and/or discipline are such that he or she is worthy of state/national/international recognition and the expectation is that this individual will bring same to the college, and have a dramatic qualitative impact on the program/college.
3. The individual faculty member in the early tenure review process must necessarily be engaged in a full-time faculty assignment. Approved release time opportunities for activities directly related to the academic mission of the institution shall not automatically disqualify an early tenure candidate from consideration; however, extensive time spent away from teaching during an abbreviated tenure review process may deprive a faculty member's department of their ability to assess his/her teaching ability and contributions. Such approved released time opportunities may include Union service of benefit to the College, as referenced in 4.f., below.
4. In terms of New Probationary Faculty with previous years of City College experience as a Part-time Faculty member, the following considerations should apply:
 - a) All candidates must satisfy condition number three above;

- b) Consideration of the extent to which candidate may meet criteria one, or two, above; or
- c) Long-term and consistent service as a part-time faculty member at City College, and,
- d) At least 8 years of continuous academic service leading up to full-time status, should be at the level of an average of at least 50% academic service (this means consecutive, immediately prior service at City College, provided that approved absences under Article 13-1.H shall not be viewed as a break in service and may, depending on the activity, be counted as applicable service under this section); and,
- e) Documented evidence of sustained performance at a truly exceptional level, with a particular emphasis on teaching or other academic services (library, counseling, etc.). The potential applicant must show evidence of strong/outstanding teacher evaluations leading up to full-time status and during the period of Tenure Review; and,
- f) Documented evidence of a significant, high quality, and sustained level of involvement in College Service and in this area, the emphasis must be on college-wide service and not exclusively departmental. The latter distinction is critically important. Effective and high quality involvement in Departmental Committees which tie directly into college-wide issues related to teaching and learning, budget, curriculum, personnel, and facilities could be eligible to qualify as college-wide service. Involvement in various committees of shared governance, self-study, etc., would clearly qualify. Also eligible for consideration is work on employee relations or legislative programs of benefit to the College, which may include Union work (e.g., service on the Union negotiations team or service as a Union officer, including Grievance Officer, or Union work on behalf of legislative initiatives benefiting community colleges).
- g) "Exceptional circumstances" is not synonymous with a long history of hourly/part-time faculty assignments.

B. Application of the Early Tenure Review Criteria

- 1. In the first or third semester of employment (as defined by Article 9 D.7.1 and 9.D.7.1.1), the Tenure Review Committee ("Committee") has the opportunity to measure the faculty member's qualifications against the criteria in Section A to determine if consideration for early tenure is warranted. The following applies:

- a) A faculty member may initiate a request for consideration for early tenure based on the criteria in Section A above by submitting to the Committee the appropriate form (FORM 1) by the end of the sixth week of instruction. In so requesting, the faculty member shall consent to the Committee's review of the faculty member's application for employment.
 - b) During the semester in which the faculty member submits FORM 1, the Committee shall assess the faculty member's readiness for early tenure consideration in light of the criteria in Section A, the faculty member's application for employment, the content of the tenure review evaluation document and the information provided in FORM 1. The Committee shall complete FORM 2, specially addressing the question of the extent to which the candidate meets the criteria set forth in Section A. The Committee shall submit the completed FORM 1 and FORM 2 to the Chancellor or designee by the end of the sixteenth week of instruction.
 - c) By unanimous vote of all members of the Committee or within one vote of being unanimous, the Committee may decide to recommend the faculty member as a candidate for early tenure. Should the appropriate number of members of the Committee so decide, the Committee shall submit their recommendation for early tenure consideration using FORM 3. This recommendation shall be submitted to the Chancellor or designee by the end of the sixteenth week of instruction, with each member of the Committee affirming his/her vote.
2. The Chancellor has the sole discretion to determine whether to advance a faculty member for consideration for early tenure. However, if the Chancellor is not inclined to support a recommended candidate for early tenure consideration, the Chancellor will meet with the Tenure Review Committee to allow for a discussion of perspectives before making a final decision, which shall not be subject to review.
 3. In the event that the Chancellor determines that a faculty member is to be afforded early tenure consideration, he or she shall so advise the Committee and faculty member by the end of the first week of instruction in the Spring semester. (FORM 4)
 4. If the faculty member is approved for consideration as a candidate for early tenure, the Committee shall evaluate the candidate in the second, third, and fourth semester (as defined by Article 9.D.7.1 and 9.D.7.1.1), unless the candidate has been granted early tenure in a previous semester. In each evaluation, the Committee and faculty member shall complete FORM 5, specifically assessing the candidate in light of the

evaluation criteria. The Committee and faculty member shall complete their forms by the end of the sixteenth week of instruction.

5. In the second, third or fourth semester, the Committee shall determine whether to recommend the candidate for early tenure. In order to make a positive recommendation, the Committee must reasonably conclude, based on the evaluations, that the instructor has demonstrated outstanding service to the District, above and beyond the “satisfactory or better” rating necessary to attain tenure after four years, consistent with the “rare and exceptional” finding originally made by the District. The decision to award early tenure will most likely be made at the conclusion of the fourth semester. However, the Committee has the discretion to make this recommendation in the second or third semester. Candidates who have only three years of tenure review by virtue of application of Article 9.D.7.1.1 will, as a result, have the opportunity for only one year of early tenure review. Should the Committee decide to recommend early tenure by appropriate vote (per Article 9.D.7, unanimous or within one vote of being unanimous), they shall so certify on FORM 5 and shall transmit their recommendation to the Chancellor or designee for consideration at the end of the sixteenth week of instruction.
6. If the Committee recommends early tenure, the recommendation shall be submitted to the Chancellor for review prior to submission to the Board. In the event that the Chancellor agrees that early tenure is appropriate, he or she shall so recommend to the Board. If the Chancellor is not inclined to support a recommended candidate for early tenure, the Chancellor will meet with the tenure review committee to allow for a discussion of perspectives. Thereafter, if the Committee maintains its recommendation, the matter shall be referred to the Board per the provisions of 9.D.7.9. If the Committee does not recommend early tenure, the declination shall not proceed to the Board and not be reviewable. The final determination to grant early tenure is within the sole discretion of the Board and shall not be subject to review.
7. In the second semester, the Committee shall follow the recommendation/decision process in Article 9.D.7.3. If the Committee does not recommend early tenure at the conclusion of the second semester, (a) the declination to recommend early tenure shall not proceed to the Board, and (b) assuming renewal of the contract, a third semester evaluation is required, per Article 9.D.7.4.
8. In the third semester, the Committee shall follow the recommendation/decision process in Article 9.D.7.4. If the Committee does not recommend early tenure at the conclusion of the third semester, (a) the declination to recommend early tenure shall not proceed to the Board, and (b) assuming renewal of the contract, a fourth semester evaluation is required, per Article 9.D.7.5.

EXHIBIT K

9. In the fourth semester, the Committee shall follow the recommendation/decision process in Article 9.D.7.5. If the Committee does not recommend early tenure at the conclusion of the fourth semester, (a) the declination to recommend early tenure shall not proceed to the Board, and (b) assuming renewal of the contract, the provisions of Article 9.D.4.3.5 shall apply. This means that the Committee will conduct a fifth and seventh semester evaluation, with the final decision regarding tenure being made in the seventh semester per 9.D.7.6.
 10. In connection with early tenure, where the Board does not affirm the recommendation of the Committee, and upon request of the Committee Chairperson, the Chancellor or designee may meet with the Committee, prior to the next series of evaluations, to provide guidance.
- C. The standards for early tenure consideration and conferral are unique. They are not intended to, and shall not, modify the standards that apply for four-year tenure determinations.
- D. This Exhibit K does not affect or limit employee's Tenure Review Grievance rights under Article 22.F., including the provisions, timelines and procedures set forth in 22.F.2 - 22.F.5.