

[FORM 1]

San Francisco Community College District

SELF EVALUATION GUIDELINES
REQUEST FOR EARLY TENURE REVIEW

Name _____ Assignment _____

 Instructor Counselor Librarian Other (*Specify*): _____

Tenure is a four-year process during which the institution gives support and positive reinforcement to probationary instructors. Only in rare and exceptional circumstances is this period shortened and an individual faculty member 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.

Please indicate how or in what manner you exhibit the following qualifying elements or criteria that comprise "Exceptional Circumstances."

A. NEW PROBATIONARY-FACULTY WITHOUT PRIOR YEARS OF PART-TIME SERVICE AT CITY COLLEGE***PLEASE PROVIDE A DETAILED EXPLANATION OF HOW YOU MEET THE FOLLOWING CRITERIA:***

1. You were a Tenured Senior Faculty member at another community college or institution of higher education with an outstanding track record, expertise, and commitment to students and quality instruction; **or**
2. Your reputational qualities and contributions to a particular field and/or discipline are worthy of state, national, or international recognition and the expectation is that you will bring same to the college, and have a dramatic qualitative impact on the program/college.

B. NEW PROBATIONARY-FACULTY WITH PREVIOUS YEARS OF CITY COLLEGE EXPERIENCE AS A PART-TIME FACULTY MEMBER***PLEASE PROVIDE A DETAILED EXPLANATION OF HOW YOU MEET THE FOLLOWING CRITERIA:***

1. You were a Tenured Senior Faculty member at another community college or institution of higher education with an outstanding track record, expertise, and commitment to students and quality instruction; **or**
2. Your reputational qualities and contributions to a particular field and/or discipline worthy of state, national, or international recognition and the expectation is that you will bring same to the college, and have a dramatic qualitative impact on the program/college; **or**

3. You meet all of the following criteria:
- a) Long-term and consistent service as a part-time faculty member at City College, at least 10 years; **and**
 - b) At least 8 years of continuous academic service leading up to full-time status, should be at the level of at least 50% pro rata 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**
 - c) Documented evidence of sustained performance at a truly exceptional level, with a particular emphasis on teaching or other academic services (library, counseling, etc.). You must show evidence of strong/outstanding teacher evaluations leading up to full-time status and during the period of Tenure Review; **and**
 - d) 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 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 work on behalf of legislative initiatives benefiting community colleges).

Note: Per Exhibit K, Section A.3, to qualify for early tenure, you 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 will not automatically disqualify you from consideration. However, extensive time spent outside away from teaching during an abbreviated tenure review process may deprive your department of their ability to assess your teaching ability and contributions. Such approved release time opportunities may include Union service of benefit to the College as referenced in Exhibit K, Section A.4.f.