

TMCC Tenure Track Workshop Fall 2023

Presenters

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**The College for
the New Nevada**



Welcome

Vice President of Academic Affairs

Dr. Jeff Alexander











**The College for
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Agenda

- ❑ Introductions
- ❑ Tenure Committees Selection
 - ❑ Timeline & Processes
 - ❑ Roles and responsibilities
 - ❑ Words of Wisdom
- ❑ Tenure Process
 - ❑ Duties of the candidate
 - ❑ Resources and Deadlines
 - ❑ Semester Summaries and Tenure Binder
- ❑ The Annual Plan
- ❑ The Meaning of Tenure
- ❑ Questions

Faculty Tenure Guidelines

In This Section	Tenure Forms	Other Resources
<ul style="list-style-type: none">▶ Tenure Track Definitions▶ Process▶ TMCC Timelines▶ The Final Decision▶ Summary of Duties▶ Changes to the Tenure Guidelines▶ Guide to Preparing the Summary of Tenure-Related Activities Reports▶ Guide to Preparing the Tenure Binder (See Also: Prior April 2020 Version)	<ul style="list-style-type: none">▶ Observation of Teaching Effectiveness ▶ Observation of Online Teaching Effectiveness ▶ Observation of WebLive Teaching Effectiveness ▶ Probationary Development/Department Review ▶ Tenure Recommendation ▶ Tenure Track Requirements Checklist 	<ul style="list-style-type: none">▶ Faculty Evaluation Process  <i>(NFA Contract, Article 12)</i>▶ Performance Ratings Guidelines▶ Performance Evaluation Process <i>(includes annual plan)</i> <i>(TMCC Human Resources)</i>▶ Tenure Presentation 2020 ▶ NSHE Code ▶ TMCC Bylaws▶ NFA Contract 

Selection of your Tenure Committee

- The committee will consist of three full-time tenured faculty members, at least two of whom shall be from your department.
- The remaining one committee member may or may not be from your department.
- You choose one member of the tenure probationary committee, and the dean shall choose the remaining two members.
- The dean will finalize the committee within 30 days of your contract start date, by Sept. 11th, 2022 for new tenure track faculty.

Timeline & Processes

- ❑ Committee Chair will, before November 1, schedule a meeting to review the Tenure Summary, double check all observations are completed or scheduled to be completed.

- ❑ Observations are completed each semester by one committee member, additionally each year one by the department chair and the dean.
 - ❑ If your department chair is also on your committee, this observation may count for both.

Roles & Responsibilities

- ❑ The Tenure Committee has the following responsibilities:
 - ❑ Review tenure guidelines/process with candidate at first meeting
 - ❑ Each Semester before November 1 and April 1....
 - ❑ One tenure probationary committee member shall observe your teaching performance and complete a teaching observation
 - ❑ Each modality has a different form. Review the form and the elements prior to your observation. Be prepared, but be yourself!
 - ❑ Hold at least one meeting with you to review your summary of tenure related activities, any observations, and overall progress
 - ❑ Review your probationary semester report prior to the due date, and submit a rating based on the Performance Rating Guidelines

Standards for Rating Teaching and Service



Standards

- Excellent
- Commendable
- Satisfactory
- Unsatisfactory

Performance Ratings Guidelines

- Measure quality of performance
- Can be used for constructive feedback in areas that need improvement
- Guidance for growth

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Words of Advice

Keep records of everything you do. Even if you think you will remember to include it in your binder. The time goes by so fast, and having everything written down makes it much easier to compile your binder.

Spend time looking through recent tenure binders, there may be something you see that makes you say "that's awesome, I could do something like that".

Find your niche. Find something you are passionate about to focus on. During the first couple of semesters, you will find something that interests you, but explore multiple options at first.

Don't spread yourself too thin. Give yourself time to breathe.

The Tenure Process

Information for the Faculty on Tenure Track

**The College for
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Resources

- NSHE Board of Regents Handbook
 - TITLE 2 - Nevada System of Higher Education CODE CHAPTER 4 TENURE FOR COMMUNITY COLLEGE FACULTY

<https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Handbook/title2//T2-CH04%20Tenure%20for%20Community%20College%20Faculty.pdf>











- Full-Time Service at Other Institutions. Upon the request of the academic faculty member and the approval of the president, up to three years full-time employment at other accredited institutions of postsecondary education, including such institutions in the System, in positions equivalent to positions providing eligibility for appointment with tenure may be included in the probationary period. Such decision must be made at the time of initial employment.
- Consideration for Tenure During Probation. Upon the request of the academic faculty member and the approval of the president, academic faculty eligible for appointment with tenure may be considered for such appointment at the appropriate time during each year of employment during the probationary period. Member institutions shall make no provisions requiring members of the eligible academic faculty to be considered for appointment with tenure at any time prior to the next to the last year of the probationary period.

Resources

- VPAA Tenure Guidelines

<https://www.tmcc.edu/vpaa/tenure/guidelines>

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Duties of the Candidate

- Ensure that tenure probationary committee meets as directed by the NSHE Code.
- Submit documentation each semester to the committee to show good progression towards receiving tenure in alignment with NSHE Code provisions.
- Notify the head of the administrative unit and the VPAA if the committee is not functioning as it is supposed to.
- Sign-off on **all** tenure probationary committee reports and notify the VPAA promptly if one disagrees with the report.

Dates and Deadlines

Each Semester:
October (Fall) and
March (Spring)











Tenure candidate shall write a summary of tenure-related activities and forward it to all members of the tenure probationary committee

- **Summary of Tenure Related Activities:**

<https://www.tmcc.edu/vpaa/tenure/preparing-tenure-reports>

- Keep record of activities throughout the semester.
- Write a meaningful summary and highlight teaching and service success. Not all sections will have content, especially in the beginning.
- Make sure your activities are from the time period you are summarizing. Do not double dip.
- You will eventually use the Summary you prepare each semester to help you prepare your Tenure binder.
- Ask to see a summary from one of your colleagues.

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Summary Sections

1. Introduction
2. Summary of teaching load and other assigned duties
3. Anything that demonstrates effectiveness as a teacher or other assigned duties
4. Use of office hours
5. Interest and ability in advising students
6. Membership and participation in professional organizations
7. Demonstrated ability to work with the faculty and students of the institution in the best interests of the academic community and the people it serves
8. Service on college or System committees
9. Demonstrated recognition among colleagues for possessing integrity and the capacity for further significant intellectual and professional achievement
10. Demonstrated recognition and respect outside the System community for participation in community, state, nationwide or worldwide activities
11. Professional development











Dates and Deadlines

Each Semester: before November 1 (Fall) and April 1 (Spring)	One tenure probationary committee member shall observe the tenure candidate's teaching performance and completes the Peer Observation of Teaching Effectiveness form	Once per year	Dean/head of administrative unit shall observe the tenure candidate's teaching performance and complete the Dean's Observation of Teaching Effectiveness form
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• Observation of Teaching Effectiveness

- Observation from the Department chair once a year as well.
- Make sure your observer is using the most updated forms from the VPAA website: Observation of Teaching Effectiveness, Observation of Online Teaching Effectiveness, Observation of WebLive Teaching Effectiveness.
- Make sure you have the signed observation so you can include it with the materials you are submitting.

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Dates and Deadlines

At least once per Semester: before November 1 (Fall) and April 1 (Spring)	Tenure probationary committee shall meet with the tenure candidate and complete the Probationary Development/Department Review Report form
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- **Meeting with your Tenure Committee**

- Send your Summary of Tenure Related Activities to your committee before the meeting, with enough time for them to read it.
- Have your Observation(s) of Teaching Effectiveness ready.
- You should have an actual meeting, not one via email.
- Ask questions.
- Be open to committee recommendations.

Dates and Deadlines

Each Semester: by November 20 (Fall) and April 20 (Spring)	Tenure probationary committee shall submit probationary development/department review report, summary of tenure-related activities and peer observation of teaching effectiveness to dean/head of administrative unit
Each Semester: by December 8 (Fall) and May 20 (Spring)	Dean/head of administrative unit shall forward the probationary development/ department review report, summary of tenure-related activities and peer observation of teaching effectiveness form, and Dean's Observation of Teaching form to the VPAA and tenure candidate

- **What is submitted each semester**
 - Summary of Tenure Related Activities.
 - The Probationary Development Departmental Review Report with all signatures.
 - Observation(s) of Teaching Effectiveness with signatures.
 - Make sure you keep all signed originals (and maybe electronic copies) once they are returned to you (for Tenure Binder).

The Tenure Binder

- Guide to Preparing the Tenure Binder

<https://www.tmcc.edu/vpaa/tenure/tenure-binder>

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The Tenure Binder

- The Tenure Binder is a record of your contributions, your professional development and the impact you have made at the institution and beyond.
- The most important part of the binder is your narrative and reflection.
- Do not be afraid to be your own advocate.
- Use your Tenure committee as a resource.
- Faculty should focus on the teaching aspects of their responsibilities in their first year. Remember it is a process, leave room for growth.
- Still have choice of paper vs digital binder.

The Tenure Binder

- Stay organized
 - Keep paper and electronic documents.
 - Keep your signed Probationary reports, Teaching observations and tenure summaries from every semester.
 - During the semester you submit your Tenure Binder, your Tenure committee will complete the Recommendation for Tenure.
 - Keep all course evaluations from students from every semester.
- Request permission from the VPAA and appropriate faculty to see other tenure binders (housed with VPAA).
- Request recommendation letters during your last semester before applying for tenure.

The Tenure Binder

- **Digital Tenure Binder**

- files should be saved in PDF format with web links wherever possible and applicable (to reduce file size)
- digital binder will be stored in a password-protected folder on the VPAA's drive.
- computers on campus that are equipped with Adobe licensing should be used for creating, editing, and saving the digital binder
 - college has a limited, yet sufficient, number of Adobe licenses available per request to be downloaded onto personal computers.
- 2-year grace period for choosing between submitting your binder in a digital or paper form ends AY 24-25



Instructions

Reset


Print

REQUIREMENTS FOR TENURE TRACK INVOLVEMENT

To help become better acquainted with TMCC and NSHE, it is required that the following activities are attended and reported on.

	Target Date	Completion Date	Activity
<input type="checkbox"/>			Become familiar with NSHE Code <i>(available online; read Tenure section)</i>
<input type="checkbox"/>			Read the TMCC Bylaws <i>(available online, or contact TMCC Faculty Senate)</i>
<input type="checkbox"/>			Read TMCC's Vision, Mission and Values statements and strategic initiatives <i>(available online)</i>
<input type="checkbox"/>			Attend a Board of Regents meeting <i>(four times a year throughout the state; meeting dates available via the Faculty Senate)</i>
<input type="checkbox"/>			Attend a Faculty Senate meeting <i>(meeting schedules posted online)</i>
<input type="checkbox"/>			Attend a Student Government Association function <i>(meeting dates and times available online)</i>
<input type="checkbox"/>			Other requirements deemed appropriate by Committee. Possibly: attend a meeting of the Nevada Faculty Alliance(NFA)

Binder submission/Tenure application

Application Timeline	
At end of probationary period	Tenure probationary committee recommends to dean/head of administrative unit and VPAA appropriate action with regard to appointment with tenure
By November 1	Tenure application due from tenure candidate to department chair and dean/head of administrative unit
By December 1	Tenure application due from dean/head of administrative unit to VPAA
By December 31	VPAA reviews applications and makes recommendations to President
By agenda item deadline for first Spring Board of Regents meeting	President reviews and approves recommended candidates and places names of those approved on Board of Regents agenda. Candidates not approved will be notified in accordance with NSHE Code, Title 2, Chapter 5.2.3 and 5.2.4  .
First Spring Board of Regents meeting	Board of Regents meets and considers tenure recommendations
July 1	Tenure is effective for those approved by the Board of Regents

Fall hires submit tenure portfolios after 7 semesters, with 7 probationary reports.

Spring hires may submit after 8 semesters, or after 6 semesters with support from their tenure committee, Director/Chair, and Dean.

The Annual Academic Performance Evaluation

- On VPAA Website, under Documents and Forms

<https://www.tmcc.edu/vpaa/downloads>

- The Annual Plan (Annual Academic Performance Form) is due to your Division Dean or Director by September 6. The Annual Plan is a reflection of your planned activities. The completed Annual Performance Evaluation Form (same form) is due to your Division Dean or Director by April 3. You must meet all Satisfactory Requirements.
- Though not part of the tenure process, it is still a part of your job responsibilities and not mutually exclusive of your progress on tenure.
- You do not need to include your Annual Evaluations in your Tenure Binder

Parting words on the meaning of tenure

Wrap-Up & Questions

The only recommendation I can make is, as we tell students, success has much to do with planning and organization. Therefore:

- a) read all requirements carefully
- b) do not be dependent on committee members to remind you of due dates, have all this planned out
- c) make sure to save pertinent documents, for example, congratulatory emails. Save and file accordingly - so that when putting binder together, they are easily accessed

Keep digital copies of all signed forms (it saved my butt when finishing my tenure binder). I also suggest keeping a running checklist of all required forms for each semester (I used a google sheet that I am willing to share).

It will feel very overwhelming at first. Do not be afraid to ask questions of other faculty. Don't join too many committees. Don't overextend yourself. Within the first couple of years you will find your niche, your passion.