

ACKNOWLEDGMENT OF TENURE PROCEDURE

In accordance with Alvin Community College's Administrative Procedures, Section 7.22, a Faculty Member may request tenure during the fifth year of service at Alvin Community College.

A Tenure appointment is a continuing appointment to the Faculty by the governing board, upon recommendation of the President. Any Faculty Member who has received four consecutive annual faculty appointments will be eligible for a tenure appointment.

I have reviewed the Tenure Application Process / Procedures handbook. I understand that I must submit a written request for tenure to the Human Resources Office by September 15 of my fifth (5th) year of service. It is my responsibility to submit specific information and/or materials by October 31 of my fifth (5th) year of service to the Tenure Review Committee for consideration.

I also understand that tenure means assurance that an experienced Faculty Member may expect to continue in his/her position unless adequate cause for dismissal, or return to an annual appointment status (suspension of tenure), is demonstrated in a fair hearing, if requested, following established procedures of due process set out in the *Board of Regents Policy Manual*.

Faculty Member's Name (Please Print)

Social Security Number

Faculty Member's Signature

Date

****Print, sign and return this page to the Human Resources Office verifying acknowledgement of tenure procedures****

TENURE APPLICATION PROCEDURES

In accordance with Alvin Community College's Administrative Procedures, Section 7.22, a Faculty Member may request tenure during the fifth (5th) year of service at Alvin Community College.

Tenure means assurance that an experienced Faculty Member may expect to continue in his/her position unless adequate cause for dismissal or return to an annual appointment status (suspension of tenure) is demonstrated in a fair hearing, if requested, following established procedures of due process set out in the *Board of Regents Policy Manual*.

The Faculty Member will be notified in writing and/or via e-mail correspondence by the TRC Chair on or before April 1 preceding the end of the employment term fixed by his/her current contract of his/her selection to a tenure appointment with the college, election to a sixth annual appointment, if applicable, or non-renewal of employment.

A Faculty Member selected for a tenure appointment and so notified will within thirty (30) days after such notification, file with the Board of Regents of the College notification in writing of his/her acceptance of the tenure appointment and tenured contract beginning with the academic year following the conclusion of his/her last preceding annual appointment. Failure of the Faculty Member to accept the tenure appointment and tenured contract within such thirty (30) day period will be considered a refusal on the part of the Faculty Member to accept the tenured appointment and tenured contract. The filing of the tenured contract, signed by the Faculty Member, with the College within such thirty (30) day period will be deemed as notification of acceptance of the tenured appointment and tenured contract by the Faculty Member for the succeeding year.

A Faculty Member with tenure may be released at the end of any academic year and his/her employment with the College terminated at that time, or he/she may be returned to annual appointment status (suspension of Tenure) for a period of time not exceeding the four succeeding academic years, upon notice and hearing if requested for any of the reasons set forth in Sec. 13.07 of the *Board of Regents Policy Manual*.

A tenured Instructor who is appointed to an Administrative position maintains tenure within the department in which the tenure was originally granted.

All eligible Faculty Members are responsible for written acknowledgment of the tenure application process information. *(Please use the acknowledgement page found in the front of this handbook.)*

APPLICATION PROCESS

A written request to be considered for tenure must be submitted to the Director of Human Resources by **September 15** of the fifth (5th) year of service.

All tenure application materials are to be submitted to the Tenure Review Committee (TRC) Chair by **October 31** of the fifth (5th) year.

There is no official or required format for the presentation of the material. All materials should be submitted to the Committee in a binder of some sort; loose documentation will not be accepted. The binder should be clearly labeled with the tenure candidate's name, teaching discipline, and the date of application. The first document presented should be the Candidate Information Form (available at the end of this procedures booklet). All required elements of the application should be clearly labeled. Materials should include only the items listed below; no additional materials will be accepted.

- Faculty Professional Development Plans for the previous four (4) years
- Annual Employee Performance Evaluations for the previous four (4) years
- Self Evaluation of Teaching *(Personal Narrative)*
Discuss your effectiveness as a classroom teacher. Include comments on your ability to stimulate the intellectual development of students.
- Self Evaluation of Leadership and Community Service *(Personal Narrative)*
Discuss your activities in leadership and community service
- Documentation of Significant Professional Activity *(Personal Narrative)*
Discuss your involvement in professional activities
- Copies of Classroom Observation forms conducted by the Department Chair
- Copies of Student Evaluation Forms for the previous 2 years
The purpose of the student evaluation of instructor is intended to be a constructive process. The evaluation should assist the instructor in improving his/her professional competence and instructional capability. The evaluation will allow the instructor to identify areas of strength, as well as those in need of improvement. Therefore, the process should encourage continuous self-assessment, improvement, and growth. Students serve as proctors for administering the evaluation procedure. Before the instructor leaves the room for the evaluation, the name of the instructor, the course, and the section should be written on the board. The students serving as proctors follow the guidelines which accompany the evaluation forms.
- Recommendations from Department Chair, Director and/or Division Chair relevant to Tenure Application

The Chair of the Tenure Review Committee will notify the Tenure Applicant as to the date of review of his/her materials and interview by the Tenure Review Committee. The Chair will notify the Tenure Applicant of the Committee's recommendation regarding his/her tenured status after the interview and vote by the TRC.

** The Tenure Review Committee is a standing committee appointed by the President.*

DESCRIPTION OF ANNUAL PROCEDURES

Section 7.22 - Tenure Selection Procedures in the *Administrative Procedures Manual* addresses the selection process for tenure appointments. The following procedures are to govern the selection of faculty for tenure appointments.

Year I

1. Probationary appointments will be given to all Faculty Members for the first (1st) year.
2. Student evaluations will be conducted in each semester of the academic year.
3. At least one classroom observation will be conducted each semester by the Department Chair.
4. Following a personal interview and review of the Department Chair/Director's written evaluation, the Chair/Director will provide the faculty member written notification regarding renewal/non-renewal of appointment and progress toward tenure.
5. The faculty member must be notified by April 1 if non-renewal of appointment is to be recommended.

Year II

1. Probationary appointments will be given to all Faculty Members for the second (2nd) year.
2. The Faculty Member returning for the second year must have completed the first year professional development plan with the Department Chair.
3. Student evaluations will be conducted during the fall semester.
4. At least one classroom observation will be conducted in at least three selected classes approved by the Department Chair. (Observation may be performed by a peer appointed by the Department Chair.)
5. Following a personal interview and review of the professional development plans, student evaluations, and classroom observation, the Department Chair/Director will provide the faculty member written notification regarding renewal/non-renewal of appointment and progress toward tenure.
6. The Faculty Member must be notified on or before April 1 if non-renewal of appointment is to be recommended.

Year III

1. Probationary appointments will be given to all Faculty Members for the third (3rd) year.
2. Student evaluations will be conducted during the fall semester as approved by the Department Chair.
3. At least one classroom observation will be conducted by the Department Chair.
4. Following a personal interview and review of the professional development plans, student evaluations, and Department Chair evaluations, the chair/director will provide the Faculty Member written notification regarding renewal/non-renewal of appointment and progress toward tenure.
5. Faculty Member must complete a self-assessment. (This form is available on the local network.)
6. The Faculty Member must be notified on or before April 1 if non-renewal of appointment is to be recommended.

Year IV

1. Probationary appointments will be given to all Faculty Members for the fourth (4th) year.
2. Student evaluations will be conducted during the fall semester as approved by the Department Chair.
3. At least one classroom observation will be conducted.
4. Following a personal interview and review of the professional development plans, student evaluations, and Department Chair evaluations, the Department Chair/Director will provide the faculty member written notification regarding renewal/non-renewal of appointment and progress toward tenure.
5. The Faculty Member must be notified on or before April 1 if non-renewal of appointment is to be recommended.

Year V

1. The process is the same as for Year IV.
2. A Faculty Member may request tenure provided he/she has substantially completed the criteria of the previous four years. The applicant must submit a written request for tenure to the Human Resources Director; deadline for the written request is **September 15**.
3. All Tenure Application Materials must be submitted to the Tenure Review Committee by **October 31**.
4. To receive tenure, it is the responsibility of the candidate for tenure to the Tenure Review Committee Candidate Information Form. This document, with supporting material, is to be submitted to the Tenure Review Committee by October 31. The candidate will then appear before the Tenure Review Committee to answer questions about his/her application for tenure.
5. Based on the recommendations of the Tenure Review Committee and the College administration, a Faculty Member will be approved for, or denied, tenure. Following this procedure, an appropriate recommendation will be forwarded to the College Board of Regents.
6. Notification regarding faculty member's tenure status will occur on or before April 1.
7. The Faculty Member must be notified on or before April 1 if non-renewal of appointment is to be recommended.
8. A Faculty Member not recommended for tenure will be notified that there will be no extension of contract beyond the sixth (6th) year, if tenure is not applied for and received in the sixth (6th) year.

Year VI

1. The process is the same as for Year V, except that Faculty Members not recommended for tenure will be notified on or before April 1 of non-renewal of contract.

NOTE: All evaluation and professional development forms are available on the local network.

ALVIN COMMUNITY COLLEGE

TENURE CANDIDATE INFORMATION FORM

PLEASE PRINT OR TYPE THE INFORMATION REQUESTED BELOW AND PLACE IN THE FRONT OF YOUR TENURE APPLICATION MATERIALS.

NAME OF CANDIDATE: _____

DEPARTMENT: _____

**DATE OF TENURE
CONSIDERATION:** _____

**TOTAL NUMBER OF YEARS
EXPERIENCE AT A.C.C.** _____

**TOTAL NUMBER OF YEARS
COLLEGE LEVEL TEACHING:**
(INCLUDING CURRENT YEAR) _____

DEGREES EARNED:

DEGREE	MAJOR	INSTITUTION	YEAR
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROFESSIONAL CERTIFICATES:

THE CONCEPT OF PROFESSIONAL DEVELOPMENT

Faculty Development Plans are an integral part of the Tenure Application process. Faculty / Professional Development is addressed in Section 18 of the *Administrative Procedures Manual*.

In an age of constant change and increased accountability, professional development has become an important term in the lexicon of higher education. Through the professional development of faculty and staff, institutions can maintain their flexibility, efficiency, and effectiveness. Over the years "professional development" has taken on added dimensions, but underlying all definitions is the word "development," which may be defined as improvement - improvement in terms of increased effectiveness and efficiency.

Activities that lead to increased effectiveness and efficiency are those that update and upgrade knowledge, improve instruction, enhance continuous career development, and foster improved relationships within the institution and between the College and community. Professional development is a broad term covering a variety of activities of continuing education that result in improvement in the teaching/learning process.

By continuing to grow professionally, an instructor will be more adaptive to students' changing needs, the institution's changing climate, and society's external demands. The ultimate beneficiary of this professional growth will be the student.

Alvin Community College reflects its support of the continuing professional improvement of its faculty and staff by establishing a professional development program that is supported fiscally and programmatically, as well as philosophically. As ACC faculty and staff grow, change, and become better at what they do, Alvin Community College, as an institution, will retain its educational resiliency in a changing world.

GENERAL GUIDELINES

Self Assessment of Professional Development

- Verification of the Faculty Member's involvement in professional development activities is made on an annual basis by completing the Faculty Self Assessment of Professional Development.
- Prior to the annual evaluation by the supervisor, the Faculty Member will submit documentation in writing of professional development accomplishments, including accomplishments of two major goals for the academic year completed.
- The academic year is defined as the preceding fall, spring, and summer semesters. In cases of nine-month employment (annual evaluation in May), activities during the summer preceding the academic year should be considered.
- At the annual meeting with the supervisor, the instructor should also project plans for professional development for the upcoming year. Goals selected should be related to departmental as well as institutional goals. Mutual agreement on goals should be reached between instructor and Department Chair.

Activities

- The activities are divided into six major categories. Faculty Members are encouraged to fulfill activities in all six major categories each year. No employee should neglect any category for two consecutive years.
- Supervisors must consider "other" in all categories. Innovation and creativity on the part of instructors in the fulfillment of institutional and departmental goals is encouraged.
- To be considered for tenure, a person must have satisfied the requirements for the professional development for academic year one (1) through five (5) of faculty employment.

IDENTIFICATION OF FACULTY PROFESSIONAL DEVELOPMENT ACTIVITIES

COURSE WORK / SEMINARS / WORK EXPERIENCE

- **SACS Requirements Exceeded** - When Faculty Members exceed the academic requirements for their particular discipline as defined in Criteria for Accreditation - Commission on Colleges, Southern Association of Colleges & Schools (Section 4.4.2).
- **Course in Field Related to Discipline** - Additional course credits in primary or related teaching discipline
- **Relevant Work Experience** - Work experience should be approved by the Dean and should be directly related to extending the competence of the instructor in the particular discipline.
- **Seminars, Workshops, & Professional Meetings** - Attendance at ACC annual Fall & Spring Workshop is excluded. Participation in the Fall & Spring Workshop is part of the contractual obligation of each full-time Faculty Member.
- **Presentations** - Presentations as a panel member or principal speaker at professional meetings
- **Continuing Education Course** - Enrollment and completion of a Continuing Education course that would be relevant to the teaching discipline is applicable
- **Other** - Attendance at the Great Teachers Seminar or other workshop as an institutional representative

CURRICULUM AND INSTRUCTIONAL IMPROVEMENT

- **New course, syllabus, program or major course / program revision**
- **Departmental report or study** - Participation in a departmental study or report
- **Department Library Review** - The individual conducting the annual review and update of the department's library holdings should be documented.
- **Advisement** - Active participation in the advisement process beyond regular registration duties
- **Other** - Includes learning new software programs, reviewing computer applications specific to the discipline, or adapting the curriculum to include multi-cultural diversity, or the development and implementation of student seminars on topics of interest to students or as reinforcement for classroom lectures.

INSTITUTIONAL ADVANCEMENT

- **Community Organizations** - Active participation as a member and/or officer in organizations that strengthen the college/community relationship
- **Volunteer Community Service** - Activity for special community service drives, such as the United Way campaign, and events such as the Heart Association Telethon
- **Speaking Engagements** - Presentations to community organizations or other groups on subjects of expertise or college-related matters
- **Recruitment & Marketing Activities** - Participation in recruitment activities such as College nights and career fairs are examples of activities that would be included in this area. Also included would be the development and implementation of innovative marketing strategies.
- **Discipline-related Conferences & Contests** - Sponsorship of/or participation in conferences and contests related to the teaching discipline are included in this area. Also included would be sponsorship of, or active participation in, workshops and seminars that heighten awareness of the College's programs or bring potential students to the College campus (i.e., Writers Workshop).

- **Student Activities** - Sponsorship of a campus club or other active role in student activities and organizations
- **Community Workshops & Seminars** - This involves extension of the discipline beyond the campus by assuming a leadership role as instructor. Teaching a CPR class to a church or civic group would be one example.
- **College Committee / AdHoc or Sub-Committee** - General member or officer on a task force or other special committee other than a standing committee
- **College Study or Report** - Active participation in a major report, such as the Self Study
- **Other** - Includes active participation, on a regular basis, in College events that are beyond contractual obligations; service on liaison committees with independent school districts; service on an advisory committee for business and industry; serving as a mentor for a new faculty member

PROFESSIONAL INVOLVEMENT

- **Professional Organizations** - Active member and/or officer in professional organizations
- **Professional Publications** - Includes scholarly articles, as well as books
- **Development and/or teaching of Continuing Education course**
- **Other** - Serving as a guest lecturer for another discipline or participating in a faculty exchange program

RESEARCH AND INNOVATION

- **Development of Grant Requests / Management of Grant** - Includes in-house Special Project grants, as well as grants from outside agencies
- **Individual Research** - Research that is relevant to the discipline, to community colleges, or to Alvin Community College specifically is applicable
- **Instructional Innovation** - Development and implementation of new instructional strategies as well as new testing strategies
- **Other** - Includes follow-up studies on graduates, studies on the relationship of entry, ACT scores, and program success

PERSONAL GROWTH AND DEVELOPMENT

- **Physical Fitness Program** - Participation in a personal physical fitness program
- **Career & Life Planning Activities** - Attendance at workshops on retirement, financial management, etc.
- **Personal Development Workshops** - Includes participation in workshops that enhance the development of interpersonal skills, communications skills, wellness related topics, etc.
- **Course work / Continuing Education course work in field unrelated to discipline**
- **Other** - Includes learning a second language, coaching a league sport, or extraordinary personal achievement such as stop smoking

CRITERIA FOR TENURE – FOR TRC USE ONLY

The criteria shown below will be used as guidelines for the TRC in their review and evaluation of a Faculty Member's application for tenure.

Teaching

CRITERIA	SOURCES OF EVIDENCE
Competence in subject matter and across disciplines	Supervisor, student, and peer evaluation
Ability to communicate effectively	Supervisor, student, and peer evaluation
Organization of material	Teaching materials, student information plans, syllabi, handouts, audio-visuals, etc.
Improvement of course materials	Teaching materials, student information plans, syllabi, handouts, audio-visuals, etc.
Interest in teaching	Improvement of test materials
Teaching strategies to evoke student interest	Teaching materials, students information plans, syllabi, handouts, audio-visuals, etc.
Willingness to advise, tutor, and recruit students	Documentation to be provided to supervisor by candidate
Application of new knowledge to teaching and teaching techniques	Supervisor, student, and peer evaluation
Adherence of high standards of student performance	Document to be provided to supervisor by candidate (i.e., class exams and assignments)
Maintain current knowledge of teaching field	Professional contacts, course work

Significant Professional Activity

CRITERIA	SOURCES OF EVIDENCE
Public professional activity	Publications, lectures, performances
Leadership in professional organizations	List organization and offices held or committee membership
Ability to relate scholarly	Publications, research, creativity to effective teaching
Professional interaction	Articulation agreements with secondary and postsecondary institutions
Professional Development	i.e., course work, seminars and workshops, professional meetings

Leadership Service to the College and Community

CRITERIA	SOURCES OF EVIDENCE
Involvement of student activities	Sponsorship of field trips and campus activities - chairing standing committees
Involvement in College activities	Documentation of events attended
Involvement in community activities	Membership in community organizations; service rendered to community
Recruitment	Participants in off-campus recruiting, attendance at College Night at high schools; sponsors to bring prospective students on campus