

PHASE II TENURE REVIEW SCHEDULE FORM (3 Quarters: Spr; Fall/Wtr)

To be completed by Chair, with printed copies to committee members, candidate, and TR Coordinator **within 5 days of 1st meeting of Phase** (weeks 2-4); if changes or meetings/evaluations added, Chair distributes revision. Fill in complete form. **DATE:** _____

Candidate: **Name** **Department** **Email** **Phone Extension**

Tenure Review Coordinator: Patricia Gibbs gibbspatricia@fhda.edu #7474

Core Committee: **Name** **Email** **Phone Extension** **Chair**

- division dean _____ _____ _____
- div/dept faculty _____ _____ _____
- div/dept faculty _____ _____ _____

At-Large Faculty _____

Vice President _____

Minimum required meetings: 4

Minimum required evaluations: 4 observations (J1); 4 student evaluations (J2)

Schedule of 4 required meetings

Qtr/weeks	Meeting Purpose	Date
Spr/wks 2-4	Meeting 1: to review Phase I, set dates for Phase II activities; with candidate, to discuss expectations, dates of evaluations; candidate submits relevant materials for evaluations. (Or two separate meetings.)	
Spr/wks 4-10	Meeting 2: part 1 closed session to review all evaluations; and part 2 with candidate to discuss performance/evaluations, offer suggestions for improvement (Or two separate meetings.)	
Fall/wks 6-9	Meeting 3: part 1 closed session to discuss evaluations, schedule extras; and part 2 with candidate to discuss performance/evaluations, offer suggestions for improvement. (Or two separate meetings.)	
Winter/wk 4	Meeting 4: part 1 with candidate to review Fall J2s, performance; and part 2 closed session to prepare Phase II report. (Or two separate meetings.)	
Winter/wk 5	Meeting or designated member(s) to inform candidate of recommendation	
(extra)		

Schedule of 4 required observations, **1 by each committee member** (Spr/Fall, weeks 4-7)

Committee Member	Class/Task	Date*
		<small>*Candidate given date at least 1 wk prior</small>
VP or AVP (Optional)		
(extra J1)		

Schedule of 4 required student evaluations (Spr/Fall, weeks 6-9; **not** during same class period as J1)

Committee Member	Class/Task	Date*
		<small>*Candidate given date at least 1 wk prior</small>
(extra J2)		

Please contact the Tenure Review Coordinator with any questions. (Revised April 5, 2021)