Duties and Responsibilities

Overview of Duties and Responsibilities
The tenure process is designed to ensure clarity of duties and responsibilities. Process execution is housed at the college, headed by the college president. Process execution includes both evaluation and support of the tenure track faculty member. The president reports recommendations for contract renewal and tenure directly to the Chancellor. The District Office of Academic Affairs, headed by the provost, is responsible for ensuring quality control across the district and ensuring that the process continues to grow and improve.
Responsibilities of College Administration

The college administration is responsible for evaluation of tenure track faculty members and ensuring that the process is executed smoothly at the college. The president will delegate the following duties as appropriate:

Process Execution

- Ensure that the tenure process is carried out in accordance with the standards set out by District Academic Affairs
- Evaluate the TAP and mentor program by observing the TAP leader, soliciting feedback from the department chairs, and considering the quality of the tenure track faculty members’ portfolios in aggregate in order to identify opportunities for program improvement
- Conduct college self-study in order to identify strengths and areas for growth in the implementation of the tenure process and discuss these in the Tenure Process Report
- Meet with District Academic Affairs to review findings of the Tenure Process Report; use meeting space to collaborate to improve the hiring and tenure process (both implementation and design)

Contract Renewal and Tenure Decisions

- Make decisions regarding contract renewal and tenure using the rubric-based evaluation
- Present these decisions as well as rubrics and explanations to the Chancellor and the Board

Review of Tenure Track Faculty Member Progress

- Review portfolios in Semesters 1, 3 and 5 for all tenure track faculty members and complete rubrics with comments
- Organize and chair Second Semester Review meetings, and complete the Second Semester Review Report, including providing feedback on tenure track faculty members’ ILSPs and teaching philosophies
- Observe tenure track faculty members’ classes in their first, third and fifth semester
- Oversee the creation, implementation and evaluation of tenure track faculty member action plans, if any
**Responsibilities of Department Chair and Department Members**

The department chair and department members are responsible for evaluation of the tenure track faculty member. They also help to support the tenure track faculty member through the tenure process. Their main duties are as follows:

**Department Chair**

- Ensure that departmental evaluation criteria and procedures for evaluating tenure track faculty members are developed and maintained, made available in writing to the department and administration, and implemented as outlined
- Work with TAP leader to select an appropriate mentor for each new tenure track faculty member
- Help in the orientation of new tenure track faculty members: offering an informal orientation to the department and departmental responsibilities, ensuring tenure track faculty members are aware of departmental evaluation criteria and procedures, and departmental responsibilities (e.g. administration of department-wide assessments, etc.)
- Perform formal observations of tenure track faculty members in their first, third and fifth semesters; complete classroom observation form and return it to the tenure track faculty member within one week of the observation
- Identify the tenured faculty members to observe each tenure track faculty member in the second and fourth semesters
- Complete the student evaluation summary each semester
- Offer informal feedback on portfolio documents
- Help the tenure track faculty member design the ILSP
- Participate in the Second Semester Review and evaluate the tenure track faculty member’s ILSP and knowledge of the Talents of Teaching
- Write the contextualized data reports for the Semester 3 and 5 portfolios
- Review each portfolio and complete the Portfolio Checklist
- Write a letter to the president offering one’s own opinion on contract renewal or issuance for tenure along with the result of the departmental vote
- Assist in the creation of tenure track faculty member action plans, if any; provide extra support for tenure track faculty completing action plans

**Department Members**

- Participate in the development and approval of the departmental evaluation criteria and procedures for evaluating tenure track faculty
- Participate in the implementation of these criteria and procedures as outlined in the departmental policy; these procedures will include, but are not limited to, reviewing the tenure track faculty member’s portfolio and voting on contract renewal or tenure
Responsibilities of the TAP Leader and Mentor

TAP leaders are tenured faculty members who receive release time to, in conjunction with the college administration, ensure that the tenure process is being executed smoothly, consistently, and in keeping with District standards. Each college must have at least one TAP Leader.

Responsibilities of TAP Leader

- Participate in TAP leader training
- Run the mentor program, which includes recruiting and training mentors; working with the department chair to match mentors with new tenure track faculty members; checking-in informally with tenure track faculty members and mentors to get feedback on the program; and making modifications and program improvements as necessary
- Modify and/or update the orientation for new faculty so that it remains current and is continually improving (in conjunction with other TAP leaders and TAP Coordinator)
- Organize and facilitate the orientation for new faculty (in conjunction with other TAP leaders and TAP Coordinator)
- Modify and/or update the Second Semester Seminar (in conjunction with other TAP leaders and TAP Coordinator)
- Organize and facilitate the Second Semester Seminar
- Help tenure track faculty members to design their teaching philosophies and ILSPs; provide formative feedback on these and other portfolio documents
- Act as an adviser for all tenure track faculty members undergoing the new tenure process; provide extra support for tenure track faculty members completing action plans, if any
- Accompany tenure-track tenure track faculty members to their Second Semester Review meetings
- Engage in active interventions for tenure track faculty members struggling with the tenure process
- Collaborate with the college Teaching and Learning Center (if existent) to schedule and provide professional development opportunities for tenure track and tenured faculty regarding the tenure process and the Talents of Teaching
- Participate in the hiring of TAP leaders at other CCC colleges
- Communicate the new tenure process to faculty, department chairs and administrators at the college; help ensure norming at the college
- Act as a liaison to faculty council(s), local administration, and Academic Affairs
- Meet with District Academic Affairs and other TAP leaders regularly to assess the program and make program improvements
- Work with District Academic Affairs to ensure quality control of the tenure process

Responsibilities of the Mentor

- Attend training and norming sessions
- Meet regularly with the mentee
- For a first-year mentee: perform four non-evaluative, formative classroom observations, and be observed in a non-evaluative manner by the mentee once
- For a second-year mentee: assist the mentee with progression towards tenure by providing formative feedback as needed
- Facilitate the mentee’s development of critical reflection through ongoing non-evaluative dialogue
Responsibilities of District Academic Affairs
District Academic Affairs is responsible for ensuring that the tenure process is carried out consistently across the colleges, and in accordance with the Academic Policy Manual. The main duties of District Academic Affairs are as follows:

Provost

- Review and approve Tenure Process Reports
- Review, approve, and oversee the implementation of action plans for any college found out of compliance

Associate Vice Chancellor of General Education

- Address any observed compliance concerns with college administration and TAP leaders prior to the Tenure Process Report
- Formally evaluate process implementation at each college through the completion of a Tenure Process Report for each college during the Spring semester
- Meet with college administration to review findings of the Tenure Process Report; use meeting space to collaborate to improve the hiring and tenure process (both implementation and design)
- For colleges found to be out of compliance due to failure to uphold process standards, work with college administration and TAP leader to create and implement an action plan to bring the college back into compliance
- Lead a portion of the first-semester orientation to welcome new faculty and orient them to the CCCs
- Participate on TAP Leader selection committees, as needed

Executive Director of Academic Development

- Organize and chair monthly meetings where TAP leaders and deans from each college come together to discuss how the process is working at their college, to address any confusion or challenges as they arise, and to continually improve the process; work in tandem with the TAP coordinator to set the agenda for these meetings
- Coordinate logistics for the first-semester orientation and other parts of the TAP curriculum, as needed
- Create district-wide TAP opportunities
- Maintain and update the Tenure Manual and all tenure documents housed online
- Ensure periodic updating of the Academic Policy Manual to reflect any changes to the tenure process
- Assist with the implementation of college compliance action plans, as appropriate
- Participate on TAP Leader selection committees, as needed
- Ensure training and norming of all administrators involved in the tenure process
- Work with the TAP coordinator and TAP leaders to communicate process, and any process changes, to college faculty and administration
Tenure Assistance Program Coordinator

The TAP Coordinator is a tenured faculty member who receives release time funded by District Academic Affairs to perform the following duties:

- Act as a liaison between Faculty Council of the City Colleges of Chicago, TAP/District Academic Affairs, and the union
- Work in tandem with the Executive Director of Academic Development to set the agenda for monthly meetings with TAP leaders and administrative designees; attend meetings and provide leadership and historical context for tenure process
- Train TAP leaders
- Support and assist TAP leaders at each college, as needed
- Assist with the implementation of college compliance action plans, as appropriate
- Work to continually grow and improve the tenure process
- Assist with coordination of the first-semester orientation
- Assist with the orientation and Second Semester Seminar for Spring hires, if any