Quality Control

Quality Control Overview
The academic policy manual section on contract renewal and the issuance of tenure (above) provides the official policy that governs the tenure process. District Academic Affairs will ensure that the official policy is followed and that the quality of the process is being maintained at each college as assessed by the Tenure Process Report each spring semester.

The Tenure Process Report is designed to allow District Academic Affairs to focus on the quality of a college’s implementation of the tenure process rather than individual faculty evaluation in two ways. First, the Tenure Process Report is completed after the posting of board decisions regarding contract renewal or tenure. Second, the Tenure Process Report is designed so that elements of faculty evaluation are considered in aggregate. This allows the report to focus on patterns that indicate problems with process implementation and consistency of standards, not particular decisions. By calling attention to inconsistencies and offering suggestions for improvement, colleges will get valuable feedback allowing them to stay normed with the other colleges. Furthermore, consistent formative feedback, combined with monthly cross-college problem-solving meetings will allow the quality—both of the process itself and of its implementation at each college—to improve over time.

Procedure and Timeline for the Tenure Process Report
The following cycle occurs every spring semester:

Weeks 1-4
Each college conducts its own review (self-study) of the tenure process with a specific focus on the TAP and Mentor Program and any areas of special focus from the last process report. These evaluations are then summarized in College Tenure Process Report: Part 1 completed by an administrator and signed by the president.

Weeks 5-6
District Academic Affairs receives the College Tenure Process Report and visits the college to discuss the results of the self-study with administrators. District Academic Affairs should be allowed access to all of the portfolios for tenure track faculty members whose contracts were determined in the last board review.

Weeks 7-10
District Academic Affairs reviews portfolios for evidence of adherence to the process and talks to administrators, department chairs, TAP leaders, and others involved with the process as needed. District Academic Affairs completes the College Tenure Process Report: Part 2.
**Weeks 11-16**

District Academic Affairs returns to the college to discuss the report and their preliminary conclusions with the college administration. District Academic Affairs uses this time to ask clarifying questions and to work with the college to finalize the report. If an action plan is required, the college administration and District Academic Affairs work together to create an action plan to return the college to compliance. Action plans should be designed to target the specific problem detailed in the report (e.g., weak classroom observation feedback may necessitate more training and norming). The development of an action plan does not necessarily mean that a college is out of compliance.

**First week of June**

Completed Tenure Process Reports, with any necessary action plans, are submitted to the Chancellor by the end of the first week in June.

**Ongoing through the next year**

If applicable, the college implements the action plan with assistance from District Academic Affairs.