



Presentation/Proposal From

[Add Title Here]

Name: _____

Date: _____

Department: _____

Contact Information: _____

- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
 - Procedure—*new* (Attach proposed procedure separately.)
 - Identify suggested location in *General Procedures Manual*: _____

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
 - Identify suggested location in *General Policy Manual*: _____
- Other: _____

3. BUDGET IMPACT

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

5. OPERATIONAL IMPACT

6. STUDENT IMPACT

7. ANTICIPATED IMPLEMENTATION TIMELINE

8. MOTION TO BE RECOMMENDED

FROM THE GENERAL POLICY MANUAL

G-6-8.5 College Tenure **Committee**

CHARGE: The College Tenure Committee considers eligible faculty members for elevation to tenured status and submits recommendations to the College President. ~~The College Tenure Committee is organized under agreement with the President.~~

Membership, Voting Status and Terms

Faculty (4)*	Elected by the Faculty Forum	Voting	Three years
Faculty At-Large (1)*	Elected by the Faculty Forum	Voting	Three years
Instructional Administrator Administrative (1)	Appointed by the President	Voting	Three years

~~* The Forum will seek a balance between Career & Technical Education and Transfer, with no more than one faculty member per department; terms should be staggered so that at all times, at least two faculty members will continue on the committee.~~

*Five faculty members (all of whom are tenured and elected by the Faculty Forum), serve staggered three-year terms so that at all times, at least two faculty members will continue on the committee. Faculty membership should represent a balance, with no more than one faculty member from any one department, with two from Transfer and two from Career and Technical Education (CTE), and one at-large.

In the event that a committee member leaves or notifies the chairperson of their intent to resign the position, another tenured faculty member shall be elected as soon as possible to fill the unexpired portion of the term.

Chair Election:

As the last order of business in any given year, the Tenure Committee shall elect a chairperson for ~~the remainder of the year and~~ the subsequent year. ~~Prior to the beginning of deliberations in any year, the chairperson shall meet with the President to discuss the schedule of work for that year.~~

G-34-3.2 Tenure

(Formerly HR-9-1.2)

Central Oregon Community College has granted tenure throughout its history as a means of demonstrating long-term commitment to its faculty and ensuring the protection of academic freedom. The College believes conferring tenure enhances the learning experiences of COCC students, provides stability for faculty and the larger community, and reinforces COCC's mission and values. Tenure is awarded by the Board of Directors upon recommendation by the President.

Commented [SA1]: All revisions appear in red and were approved by the Tenure Committee on February 22, 2019.

These revisions are the result of comments and suggestions from full-time faculty, the Faculty Forum Executive Committee, and the VPI. Amy Harper posted these revisions on Blackboard for all full-time faculty to vote on starting March 18, 2019. On April 1, 2019, Annemarie Hamlin confirmed the faculty approved the revisions. All revisions appear in red.

~~Conditions of~~ The timeline for consideration for tenure ~~are~~ is provided in the Collective Bargaining Agreement between the Central Oregon Community College Board of Directors and the Central Oregon Community College Faculty Forum.

G-34-3.2.1 AWARDING OF TENURE

(Formerly HR-9-1.2.1)

Tenure is awarded to those faculty members who have, during their probationary years, demonstrated the promise of the overall excellence in instruction (or other primary assignment) and commitment to the College and the community expected of COCC professional staff. **Faculty members must have a complete personnel file in the Human Resources (HR) office to be considered for tenure.** Completion of five probationary years **while maintaining a complete file** does not automatically result in the awarding of tenure. Employment while on the Notice of Appointment, or contract other than regular probationary contract, does not accrue time toward tenure unless specified in writing.

G-34-3.2.2 Procedure for Tenure Consideration

Prior to October 15 of each year, the Vice President for Instruction will advise the immediate supervisors with personnel responsibilities, in writing, of individuals in the department who will have met the length of service criteria at the end of the academic year.

Prior to January 15 of each year, all evaluation instruments and proposed actions in relation to faculty members' eligibility for consideration of tenure shall be forwarded to the appropriate Vice President/Dean. Candidates should then review **and sign off on** their files before January ~~15th~~ 15 to determine if all forwarded materials have been received **(with the exception of the VPI letter, which has a later deadline).**

The Tenure Committee needs a complete file with required documentation to be able to conduct a thorough review. The faculty member is responsible for ensuring required items are submitted by the established deadlines. However, the faculty member shall be held harmless for items missing from the file as long as the faculty member has documented proof that the original submission deadlines (such as October 15 for ARA and PIP Final Reports) have been met for any items required to be in the file. Faculty should allow two to three weeks for documentation to go through the appropriate channels before checking their file in HR. The faculty member is still responsible for reviewing the file for any missing documents and either taking appropriate action to submit documentation or providing rationale on the Missing Documents form for extenuating circumstances in advance of the deadline for file closure in January.

Prior to February 1 of each year, the Vice President for Instruction will provide a written evaluation with recommended action. This document will be sent to the President, copied to the candidate, and placed in the file. The candidate will then have five working days to respond to the letter (if they choose) by sending a response for the file. **Candidates who write a letter in response to the VPI letter** ~~The candidate~~ must also sign off on ~~their his or her~~ file within those five days, **to affirm receipt of their response letter into their file**. This process must be completed prior to Tenure Committee review of the file.

After the file closing date (January 15) and before the last Monday in February, the Tenure Committee will review tenure candidates' files, hold deliberations, and vote on whether to recommend individual candidates for tenured status. It would be ideal for all tenure candidates to review their files, ascertain they are complete, and acknowledge that completeness with a signature; however, the Tenure Committee will review files of tenure candidates regardless of whether they provide their signature.

~~Prior to March 1~~ **By the last Monday in February, the Committee Chair shall submit to the President a list of all faculty members considered** by the Committee. The ~~Committee~~ **Chair** shall outline the Committee's recommendations for each individual considered and shall state the basis for such recommendations.

Any member of the Committee may submit an individual report on any matter voted **on** by the Committee. The individual report may support the majority or may present a minority view. Copies of the individual report shall only go to the Chair of the Tenure Committee, to the appropriate Vice President/Dean, and to the President.

The Tenure Committee may take the following actions:

1. Recommend granting of tenure,
2. Recommend not granting tenure,
3. Recommend an additional year as a probationary period*. (This option may include recommendations for specific conditions to be met or actions to be taken, as determined by the ~~committee~~ **Committee**.)

*The Tenure Committee shall recommend an additional year as a probationary period for any tenure candidate who does not have a complete personnel file and has not submitted a "Missing Document" form by January 15.

Committee Process During Deliberations:

The Tenure Committee reviews all content in the candidate's personnel file. During candidate deliberations, only items contained in the file can be used as part of the discussion. Discussion of

personal knowledge of a candidate or special circumstances not contained in the file are not part of the deliberations.

~~The Tenure Committee needs a complete file with required documentation to be able to conduct a thorough review. The faculty member is responsible for ensuring required items are submitted by the established deadlines. However, the faculty member shall be held harmless for items missing from the file as long as the faculty member has documented proof that the original submission deadlines (such as October 15 for ARA and PIP Final Reports) have been met for any items required to be in the file. Faculty should allow two to three weeks for documentation to go through the appropriate channels before checking their file in HR. The faculty member is still responsible for reviewing the file for any missing documents and either taking appropriate action to submit documentation or providing rationale on the Missing Documents form for extenuating circumstances in advance of the deadline for file closure in January.~~

~~While the Committee strives for a unanimous decision,~~ Although it would be ideal for the Committee to reach a unanimous decision during deliberations, a faculty member will be recommended for tenure when four of the six members of the Committee affirm the recommendation. Discussions contained during deliberations, as well as actual voting results, are to remain confidential; they are not made public beyond the Committee.

After Deliberations:

The Tenure Committee should be prepared to provide the reasons for their recommendation in all of the above cases.

~~The President shall study the recommendations of the Tenure Committee and shall notify candidates of his/her recommendations.~~

~~Appeals of the President's recommendation(s) and/or any aspects of the tenure procedure are to the Board of Directors, and the grounds for such appeal should be procedural (due process). The President will forward his/her recommendation for granting tenure to the Board of Directors for action as soon as possible after the completion of the Tenure Committee's work.~~

The President shall study the recommendations of the Tenure Committee and will forward his/her recommendation for granting tenure to the Board of Directors for action as soon as possible after the completion of the Tenure Committee's work. Appeals of the President's recommendation(s) and/or any aspects of the tenure procedure are to the Board of Directors, and the grounds for such appeal should be procedural (due process).