SUBJECT: Contract Renewal and the Issuance of Tenure

POLICY:

All new faculty members employed since May 19, 1971 are required to meet all requirements for contract renewal. As evidence of satisfying these requirements, faculty members are required to submit a portfolio of documentation according to accepted format as presented in the Faculty Tenure Manual, available in printed or electronic form. A tenure contract will not be recommended unless the faculty member complies with this understanding. The following requirements are specifically listed as items that must be complied with in order for contract renewal and/or a tenure contract issuance.

I. NON-RENEWAL AND RENEWAL

A. Notification must be given of the intention not to retain the faculty member at least sixty (60) days prior to the contract termination date.

B. Renewal or non-renewal contracts should be sent to the Vice Chancellor for Academic Affairs sixty (60) days prior to contract renewal (board action) and must be accompanied by administrative evaluations and signed by the President of the college.

II. SIGNED STATEMENT BY NON-TENURED FACULTY MEMBER (SEE INITIAL EMPLOYMENT-MEMORANDUM OF UNDERSTANDING).

A. All new faculty members are required to sign the Memorandum of Understanding indicating their understanding and acceptance of the requirements for acquiring tenure. No recommendation for tenure will be entertained by the Board of Trustees unless the Memorandum of Understanding has been signed by the faculty member and the conditions therein have been met.
III. FIFTEEN GRADUATE SEMESTER HOURS

A. Graduate semester hours must be in accordance with criteria for lane advancement. Official transcripts from regionally accredited institutions of higher education must be included.

B. Where the highest degree earned at the time of employment on the first employment contract is a bachelors or masters, including a Masters of Fine Arts (MFA), then a faculty member must earn an additional fifteen (15) graduate credit hours (or their professional equivalent) from a regionally accredited institution.

C. Graduate credit hours must include three (3) credit hours earned after successfully completing the City Colleges of Chicago Faculty Development Seminar (FDS). All Non-tenured full time faculty members must take the Faculty Development Seminar (FDS) within their first year at City Colleges of Chicago.

D. Where the highest degree earned at the time of employment on the first employment contract is a doctorate, then a faculty member may be required to complete additional course work as part of a prescribed faculty development program recommended by the college administration as part of the contract renewal and tenure process. Notification of additional required course work will be given to the candidate in writing.

E. Specific graduate level courses must be in writing and approved in advance by the college President or his/her designee.

IV. RESEARCH PAPER/PROJECT

A. A tenure contract will not be recommended unless the faculty member, in addition to meeting all other requirements, satisfactorily completes a research paper or project that has been approved in advance. By the end of the first year of employment all topics for papers or projects must receive prior approval from the local college administrator responsible for the faculty member’s evaluation.

V. ADMINISTRATIVE RESPONSIBILITY

A. To ensure that each non-tenured faculty member recalls all obligations for tenure, the college President is to send the annual Memorandum of Understanding to each non-tenured faculty member for signature prior to the start of each contract term of each academic year. In addition, all faculty must receive the documents “Requirements for Contract Renewal and Tenure of Faculty Members.”

VI. EVALUATION (see requirements for contract renewal)

A. All non-tenured faculty must be evaluated each semester. This evaluation must include separate input from peers, department chairs, students, and administration.

B. All contracts offered to non-tenured faculty members must be accompanied by an in-depth evaluation by the President before the Chancellor will recommend the contract to the
Board. This evaluation should be an independent administrative evaluation including a description of ongoing evaluations throughout the year, specifically: class visitations, personal conferences, and other in-service activities.

C. The President shall make an independent evaluation and submit a written recommendation to the Vice Chancellor for Academic Affairs prior to the end of the semester that precedes the faculty member’s contract ending date. (All recommendations, whether favorable or unfavorable, are to be made by the President).

D. Faculty members may be considered for continued employment if classes are available and the President gives a favorable evaluation.

E. A non-tenured faculty member of the City Colleges of Chicago (CCC) is expected to be a competent, effective, contributing member of the college community, serving both through teaching and related professional activities to provide a high quality educational experience for the students the system serves. Each faculty member is expected to:
   ▪ have academic credentials and/or experience in a specific teaching field and periodically to enhance knowledge of this field as a condition for continued employment and advancement;
   ▪ be effective in teaching the content of the field to students and to take steps to enhance this effectiveness;
   ▪ be helpful, constructive, and innovative in providing assistance to students both in and out of class and to develop additional knowledge, skills and abilities to fulfill these professional responsibilities;
   ▪ be a contributing member of the instructional department and the college as a whole, as well as the community that the college serves;
   ▪ perform all duties in a professional manner and in accordance with administrative policies and procedures.

In addition to the above for performance evaluation, non-tenured faculty must meet the following requirements to be considered for tenure:

1. Completion of fifteen (15) graduate semester hours of previously approved graduate-level coursework or its equivalent. At least nine (9) of these hours should be completed by the end of the second year of employment.

2. Satisfactory completion of a research paper or project. All topics for papers or projects must receive prior approval from the local college administrator responsible for faculty evaluation by the end of the first year. All topics for papers or projects should be approved by the time of application for each contract renewal period.

3. A faculty member completing an approved research paper or project is expected to adhere to high standards of academic integrity.

4. Plagiarism of any kind is a serious violation of these standards. Faculty members who fail to comply with this academic standard and policy will not be recommended for tenure.
Administrative Procedures

1. All non-tenured faculty shall be given a copy of the CCC Faculty Evaluation Policy at the beginning of their employment as full-time CCC faculty and again at the beginning of their third year of full-time employment. (At those two times, Vice Presidents are required to secure signatures upon receipt of these copies).

2. The performance of non-tenured faculty shall be reviewed each semester; and at least one classroom visitation by, and conference with, the local administration to review teaching effectiveness and fulfillment of tenure requirements, shall be held each year before tenure. Student evaluations of non-tenured faculty shall be held each term and the results communicated to the administration, department and instructor.

3. Throughout the period of evaluation, non-tenured faculty shall be required to submit pertinent instructional materials for review by the local administration.

4. The local administration of the non-tenured faculty member’s college of assignment shall coordinate the evaluation of the faculty member’s performance with any outside agencies or other CCC college(s) at which the faculty member may teach.

MINIMUM CRITERIA
At the time of initial placement in rank and salary, the faculty member shall be informed of the minimum criteria necessary for administrative approval of a contract renewal and of the tenure contract. These criteria cover the areas of teaching effectiveness involvement in the college activities, and in evidence of professional growth. The administration must structure a procedure to ensure periodic evaluation according to the minimum criteria for all non-tenured faculty and maintain continuing records of compliance with these criteria.

FIRST YEAR
At the end of the first year, the faculty members should present to the administration evidence of:

I. TEACHING EFFECTIVENESS
   A. Colleague and student evaluations.
   B. Dependability in classroom and student commitments (i.e., promptness, preparedness, emotional maturity, confidence, flexibility, etc.).
   C. Develops course objectives and student learning outcomes, outlines and plans courses he/she teaches.
   D. Participates in departmental recommendations for acquisition of new textbooks and publications; plans student use of learning resource materials in conjunction with classroom activities.
   E. Demonstrates effective classroom management skills.
II. INVOLVEMENT IN COLLEGE ACTIVITIES AND RESPONSIBILITIES

A. Demonstrates a commitment to the community college mission (active participation in college-wide events, community outreach, etc).

B. Appropriately utilizes innovative teaching technologies available to him/her, e.g., learning resources center, course management tools, Smart and Studio Classrooms, etc.

C. Attends in-service and professional development seminars and/or conducts independent research.

D. Participates in departmental and college activities. Attends meetings, serves on committees, follows procedures, etc.

E. Submits/enters mid-term and final grades on time and accurately.

III. PROFESSIONAL GROWTH WITHIN THE EVALUATION CYCLE

A. Participation in professional societies and/or conferences.

B. Participation in workshops.

C. Demonstration of evidence of current practices and developments in their discipline.

D. Approved educational plan

E. Approved tenure project topic.

SECOND YEAR
At the end of the second renewal cycle, the faculty member must present evidence of continued and expanded activity in all areas outlined for the end of the first cycle. In addition, he/she would:

I. TEACHING EFFECTIVENESS (continued)

A. Develop course syllabi

II. INVOLVEMENT IN COLLEGE ACTIVITIES AND RESPONSIBILITIES

(continued)
A. Participate in community service programs

III. PROFESSIONAL GROWTH (continued)
A. Provide evidence of progress toward completion of educational plan
THIRD YEAR
At the end of the third renewal cycle, the faculty member shall present evidence of continued activity in all areas outlined above and, in addition, he/she shall have

I. PROFESSIONAL GROWTH (continued)
   A. Completed the tenure project (pursuant to Contract Renewal, Tenure Plan, Third Year. See Tenure Manual).
   B. Completed the education plan.