

## ***Academic Policy Manual - Tenure***

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**INDEX NUMBER 2.20A**

### **CITY COLLEGES OF CHICAGO**

#### **ACADEMIC POLICY**

SOURCE OFFICE: District Academic Affairs

REVIEWED: 1991, 1994, 1998, 2000, 2003, 2009, 2010, 2011, 2013, 3/2016, 11/2016

REVIEWED BY: Academic Vice Presidents, Associate Vice Chancellors, and Provost

ISSUER'S SIGNATURE: On File

**SUBJECT:** [Contract Renewal and the Issuance of Tenure](#)

#### **POLICY:**

Faculty members hired for full-time employment after the Spring 2013 semester must comply with the following policy:

I. External Jurisdictions

Tenure at CCC must comply with both Illinois state law and the Agreement between the CCC Board of Trustees and the Cook County College Teachers Union, Local 1600 (hereafter "the contract").

II. Faculty Progress in the Talents of Teaching

Tenure-track faculty members will progress in demonstrating competence in the Talents of Teaching as follows:

1. In the first semester, faculty members will submit a portfolio to identify their strengths and areas for growth based on the Talents of Teaching.
2. In the second semester, faculty members will design an Individual Learning and Service Plan to address areas for growth and to offer service to the institution. In the third semester, faculty members will submit a portfolio, which includes documentation of progress towards completion of their Individual Learning and Service Plan.
3. Faculty members will complete their Individual Learning and Service Plan in either the fourth or fifth semester. In the fifth semester, faculty members must submit a portfolio containing an evidence-based argument for tenure demonstrating competence in each of the Talents of Teaching.

III. Tenure Assistance Program

Tenure-track faculty members will participate in the Tenure Assistance Program (hereafter "TAP"). This program includes an orientation before the faculty member's first semester of

full-time teaching, a seminar during the second semester, and participation in a mentor program. Faculty members hired for full-time employment for the Spring 2013 semester or earlier may not participate in the TAP.

Pursuant to Academic Policy 2.16: The initial orientation of faculty members will be a formalized in service program.

Tenure Track Faculty	Orientation Completed	Credit earned = Two (2) Graduate Credit Hours toward Lane Advancement
Tenure Track Faculty	Second Semester Seminar Completed	Credit earned = Four (4) Graduate Credit Hours toward Lane Advancement
Faculty Hired Full Time after Spring 2013	CCC Faculty Development Seminar (FDS)	No Additional Credit toward Lane Advancement

IV. Required Evidence for Evaluation

Evidence of a tenure-track faculty member’s teaching quality and progress towards achieving tenure will be presented in the following documents:

1. Formal classroom observations: at least ten formal observations completed over five semesters—three by administration, three by the department chair, and four by other tenured faculty members inside or outside their department/discipline
2. Student course evaluations conducted each semester, to be presented in a contextualized summary by the department chair
3. Retention and course success data for every completed semester, to be presented in a contextualized data report written by the department chair
4. Second Semester Review Report, to be completed by the college administrator who is present at the Second Semester Review
5. Self-evaluative and reflective documents in each portfolio
6. Teaching and service philosophy
7. Documents specified in an Individualized Learning and Service Plan, as designed and approved in the second semester, with approved modifications, if any
8. Final argument for tenure with evidence that demonstrates competence in each of the Talents of Teaching

V. Evaluation Procedures

A faculty member’s department will recommend to the college president for or against contract renewal (first and third semesters) and on the issuance of a tenure contract (fifth semester). The college president will submit for board approval a recommendation for or against contract renewal and on the issuance of a tenure contract.

1. Evaluation by the Department

As specified by the contract, the criteria for, and the procedures by which, recommendations on renewal of employment contracts are to be made must be published

for the members of the department and the college president. Similarly, the criteria and procedures for the recommendation of tenure contracts shall also be published for the department members and the president.

Before voting, the members of the department will review the completed portfolio.

As provided for in the contract, the department chair will write a letter to the college president, which includes the result of the departmental vote as well as an evaluation of the faculty member.

2. Evaluation by the College Administration and President

- i. Use the Talents of Teaching to evaluate tenure track faculty members
- ii. Complete a rubric of recommendations based upon a review of the portfolio and department chair letter.
- iii. Submit the rubric, recommendation and explanation for board approval. Provide copy for tenure track member.
- iv. Meet deadlines for February Board approval, ninety (90) days before the contract termination date of the faculty member.
- v. Post a template for the portfolio rubric and the Talents of Teaching on line.

3. Action By the Board

Tenure-track faculty members may be considered for continued employment. The CCC Board of Directors resolves to issue or not issue a contract renewal or tenure contract. The faculty member is informed of the Board decision by the College President. All Board decisions are documented in the minutes which are posted on the CCC website.

4. Faculty Member Support

VI. Ongoing Process Review

1. District Review

District Academic Affairs will review and monitor annual reporting to the Chancellor. Each college will submit an annual Tenure Process Report that:

- i. summarizes the college's tenure process and activities for the preceding year,
- ii. establishes whether the college is adhering to the established district process,
- iii. includes evidence of effective use of rubrics, application of standards and the basis of tenure decisions.

District Academic Affairs will work with the college to address any compliance issues or concerns. An action plan and a timeline for addressing and correcting compliance concerns will be implemented with the College.

The TAP Leaders, Deans, and District Academic Affairs will meet regularly to review the tenure process and its implementation.

Changes to the Talents of Teaching, the Tenure Assistance Program, tenure rubrics or other changes to the tenure process will be a collaborative process with the mutual agreement of District Academic Affairs and the district-wide Faculty Council.