



Quality Control Overview

The academic policy manual section on contract renewal and the issuance of tenure provides the official policy that governs the tenure process. The District Office 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 annually.

The **Tenure Process Report** assists in three objectives in the TAP Process. The first objective, is the Report serves as the formal evaluative instruments in insuring adherence to the policies that govern tenure. The second objective of the Report is it provides an avenue for local and holistic reflective practice concerning the implementation of tenure process elements. The third objective of the Report is it informs continuous learning and improvement activities.

The Tenure Process Report is completed after the posting of board decisions regarding contract renewal or tenure. The following procedural steps have been designed to both meet the objectives of the Tenure Process Report and considers the reflective exercises to take place in the summer months.

Step 1 – Collection of Qualitative and Quantitative Data

1A. The District Office Academic Affairs in the spring semester (after the close of Tenure Orientation Seminar and Second Semester Seminar) will lead the process of disseminating surveys to each of the following actors in the TAP Process.

- Faculty Tenured in Fall (October) and Spring (February) of the academic year
- TAP Mentors
- TAP Leaders
- Department Chairs
- Administration

1B. The District Office Academic Affairs following the completion of the spring semester, will send each college their aggregated data from each actor category. Colleges will only receive their own data.

1C. The District Office Academic Affairs following the completing of the spring semester, will send each college their Examination of Portfolios. The Examination of Portfolios are portfolios submitted by tenure-track faculty members from that college whose contract renewal/tenure decisions have already been board approved, and discussions with the college administration has occurred.

Step 2- Local Analysis of Data

2A. Each college administration during the months of July- August, reviews the aggregated survey data, the portfolio examinations, and completes [TAP Process Report Self-Study Form](#) provided by the District Office Academic Affairs. The form will be sent when the data from 1B and 1C are shared. The firm due

date between late July -August will be determined in the spring semester by the Vice Presidents of Academic and Student Affairs in conjunction with the Deputy Provost and the Executive Director of Academic Affairs.

2B. The District Office Academic Affairs during the months of August- September, reviews each college's TAP Process Report Self-Study form and completes one District-Wide TAP Process Report. The District-Wide TAP Process Report, will be shared with the Provost and Chancellor in September and shared to all TAP stakeholders with the fall semester.

Step 3- Individual Action Plans and District-Wide Continuous Improvement

3A. Each college through the TAP Process Report Self-Study form will have an opportunity to identify local action plans for areas of the TAP process that the data from the survey results and examination of portfolio findings indicate opportunities for improvement. The development of an action plan does not necessarily mean that a college is out of compliance; however, the following indicators from the Examination of Portfolios will most likely require a college to include regular check-in with District Office Academic Affairs through the following academic year in their action plans.

- Borderline or Unacceptable Classroom Observations
- Borderline or Unacceptable Department Chair Letters
- Borderline or Unacceptable Contextualized Data Reports
- Borderline or Unacceptable Feedback on Rubrics Completed by College Administration
- Borderline or Unacceptable Congruence Between Portfolio Evidence and Feedback/Rubric Ratings
- Borderline or Unacceptable Congruence Between Portfolio Evidence and Feedback/Rubric Ratings and President's Decisions

3B. The District Office Academic Affairs will base the continuous learning and continuous improvement activities for the academic year based off areas defined in the District-Wide TAP Process Report as needing improvement.