Full-Time Faculty Handbook for Compensation and Workload

Appendix 4.4:
Academic Department and Tenure Files

Beginning in the 2025-2026 academic year, all full-time faculty will use an academic department file housed in Microsoft Teams. This follows a successful beta test with the 2024-2025 new faculty cohort and selected departments. The move to a tenure file is intended to place a greater emphasis on the role of the Sitting Committee in the faculty evaluation process. Faculty will create and maintain an academic department tenure file throughout their career at SLCC, as described below.

The academic department tenure file is the repository for all documents and artifacts relevant to the faculty evaluation process. Faculty may link to their sources as appropriate to showcase their evidence. The minimum requirement is an organized file structure within Microsoft Teams, as outlined below.

The professional shared folder serves four faculty evaluation purposes: 1) tenure-track evaluation and formal post-tenure review, 2) formal faculty evaluations for non-tenure track and within SLTech, 3) application for tenure, and 4) documentation of annual informal post-tenure review. Therefore, the professional shared folder consists of three different types of content requirements (see explanatory chart below).

During <u>informal review years</u>, Academic Department Tenure files will include:
- **Evaluation Forms**: include any forms related to the current academic evaluation year. Normally, this will only be Form 1: Faculty Planning and Support.

During <u>formal review years</u>, Academic Department Tenure files will include:
- **Evaluation Forms** Form 1: Faculty Planning and Support, Form 2: Peer Evaluations, Form 3: Faculty Evaluation Summary, Application of Previous Years Service, and Letters of Progress/Concern.
- A **Professional Statement** that addresses the following:
  - **Self-Assessment**: The self-assessment will be reviewed and updated regularly by the faculty member and their sitting committee.
    - How your teaching, professional activities, and service are informed by and contributing to SLCC Values, Mission, and Strategic Plans.
    - How your teaching reflects student-centered pedagogies and practices.
    - How you have developed as faculty during the evaluation period.
  - **Professional Activity & Development Evaluation**: A list of all professional activities and professional development completed during the review period.
  - **Service Evaluation**: A list of all service activities completed during the evaluation period.
- **Teaching Evaluations**:
  - Teaching observations from peer evaluators and academic administrator.

- o   Student course evaluations compiled by the department for the faculty.
- **Evidence**: Evidence selection and gathering should be guided by the sitting committee. The tenure file places greater emphasis on the sitting committee's role in validating and furthering the work of the faculty member being evaluated. Any evidence submitted should take minimal effort to gather and should reflect a few highlights of faculty work over the evaluation period.

During years where the faculty will be applying for tenure, the Academic Department Tenure files will include materials required for a formal evaluation year and will also include:
- **Applications**: Include Application for Tenure.
- **Tenure Statement**: A statement that demonstrates the faculty member has met the criteria for awarding tenure, that addresses teaching, professional activity & development, and service, and references evidence in tenure-track, formal post-tenure review, and informal post-tenure review sections, as applicable.
  - o   For **tenure**, the statement will articulate how the faculty member meets professional standards in all areas evaluated (SLCC Policy C4S01.01.II.HH).

If faculty are applying for rank advancement, faculty should talk with their Dean.
- For **rank advancement to full professor**, the statement will show how the faculty member has demonstrated a pattern of exceeding professional performance in teaching and one other area, either professional activity or service and leadership, persistent investment, and commitment to SLCC's Mission, Values, and Strategic Plan.

File Structure:
To ensure consistency and ease of access for sitting committees, deans, and college-wide reviewers, faculty should follow the general organizational structure outlined below. Departments may choose to use either a standard file folder system or a OneNote notebook, as long as the same structure is followed, and the file is housed in Microsoft Teams.   Faculty are encouraged to download and maintain their own copies of all materials submitted to the Academic Department and Tenure File.

Main File Folder
AY20XX-XX (year 1)
- Professional Statement (as defined above)
- Evaluation Forms
- Teaching Evaluations
  - o   Peer evaluations
  - o   Course evaluations
- Applications (if needed)
- Evidence
- Department Requirements (create only if needed, i.e., certifications, licenses, etc.)

AY20XX-XX (year 2)
- Professional Statement (as defined above)

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- Evaluation Forms
- Teaching Evaluations
  - Peer evaluations
  - Course evaluations
- Applications (if needed)
- Evidence
- Department Requirements (create only if needed, i.e., certifications, licenses, etc.)

(AY year etc.)