CASPER COLLEGE FACULTY TENURE PROCESS

Faculty Tenure Mission Statement
Casper College commits to teaching excellence, life-long learning, and a culture of student success through a rigorous tenure process.

Faculty Tenure Process
The Casper College faculty tenure process is a collaborative, mentoring, and evaluative process to help develop new faculty and is designed to encourage a successful outcome. This process benefits faculty, students, and the institution.

Faculty Tenure Committee
The faculty tenure committee consists of four voting members. All faculty members must be tenured. The dean may grant small departments an exception and allow one non-tenured committee member. Committee members include:
- Dean
- Department chair or program director (hereafter referred to as “department chair”)*
- Faculty A (selected by the candidate from within the school)
- Faculty B (selected by the dean from outside the school)

*If a committee member becomes unavailable to serve or takes a new position, the dean, with input from the candidate, will select a new committee member.

Faculty Tenure Documents
- Tenure Timeline
- Tenure Procedures and Responsibilities Checklist
- Tenure Portfolio Requirements
- Tenure Peer Evaluation Form (Faculty A and B use this form to document their evaluation of the candidate. Deans may develop their own form for their evaluation of the candidate, or they may use this form.)
- Faculty Tenure Recommendation Form
- Sample Portfolio

Tenure Committee Feedback to Candidate
During semester 5, the tenure committee should submit written feedback to the candidate no more than 2 weeks after the portfolio presentation.

Probationary Period
Candidates seeking tenure are on probation until the president grants them tenure. In the interim, deans are responsible for monitoring the candidate’s performance and may recommend to terminate the employment relationship without cause to the vice president of academic affairs any time prior to the candidate being granted tenure.

Committee Vote
Each committee member will have one vote. The committee must make its recommendation to the vice president of academic affairs by majority vote using the Tenure Recommendation Form.
Tenure Timeline

**Semester 1**
Dean and department chair distributes tenure documents to candidate
Dean evaluates candidate

**Semester 2**
Department chair evaluates candidate
Candidate observes department chair

**Semester 3**
Dean evaluates candidate
Candidate selects Faculty A by the end of the semester
Dean and department chair select faculty B by the end of the semester

**Semester 4**
Department chair evaluates candidate
Candidate observes department chair
Faculty A evaluates candidate
Faculty B evaluates candidate
Candidate observes faculty A
Candidate observes faculty B

**Semester 5**
Dean evaluates candidate
Faculty A evaluates candidate
Candidate observes faculty A
Candidate submits portfolio to the office of the vice president of academic affairs
Candidate presents portfolio to committee for feedback

**Semester 6**
Department chair evaluates candidate
Candidate observes department chair
Faculty B evaluates candidate
Candidate observes faculty B

**Semester 7**
Dean evaluates candidate before final portfolio meeting
Department chair evaluates candidate before final portfolio meeting
Faculty A evaluates candidate before final portfolio meeting
Faculty B evaluates candidate before final portfolio meeting
Candidate submits portfolio to the office of the vice president of academic affairs
Candidate presents final portfolio to the committee.
Committee votes and submits the Tenure Recommendation Form to the vice president of academic affairs
Semester 8
Vice president of academic affairs makes a recommendation to the president
President makes tenure decision
President submits the candidate(s) name(s) to the Board of Trustees for formal recognition

Semesters 9 and 10 (if needed)
Faculty Tenure Committee provides written feedback to the candidate and schedules future meetings and/or portfolio presentations
Tenure Procedures and Responsibilities

Candidate Checklist

Semester 1
1. Meet with the dean and department chair to receive and review the Tenure Timeline, the Tenure Procedures and Responsibilities, and the Tenure Portfolio Requirements documents.
2. Dean evaluates your teaching. After the evaluation, meet with the dean for feedback.
3. Attend all new faculty orientations and trainings.
4. Attend workshops, seminars, meetings, or trainings relevant to your work or interests.

Semester 2
1. Department chair evaluates your teaching. After the evaluation, meet with the department chair for feedback.
2. Schedule a time to observe the department chair
3. Begin working on your tenure portfolio.
4. Attend all new faculty orientations and trainings.
5. Attend workshops, seminars, meetings, or trainings relevant to your work or interests.

Semester 3
1. Dean evaluates your teaching. After the evaluation, meet with the dean for feedback.
2. Choose a faculty member to sit on your tenure committee.
3. Continue working on your tenure portfolio.
4. Attend workshops, seminars, meetings, or trainings relevant to your work or interests.

Semester 4
1. Department chair evaluates your teaching. After the evaluation, meet with the department chair for feedback.
2. Schedule a time to observe department chair teaching.
3. Faculty A evaluates your teaching. After the evaluation, meet with faculty A for feedback.
4. Faculty B evaluates your teaching. After the evaluation, meet with faculty B for feedback.
5. Schedule a time to observe faculty A teaching.
6. Schedule a time to observe faculty B teaching.
7. Attend workshops, seminars, meetings, or trainings relevant to your work or interests.

Semester 5
1. Dean evaluates your teaching. After the evaluation, meet with the dean for feedback.
2. Faculty A evaluates your teaching. After the evaluation, meet with faculty A for feedback.
3. Schedule a time to observe faculty A teaching.
4. Attend workshops, seminars, meetings, or trainings relevant to your work or interests.
5. Submit your tenure portfolio to the office of the vice president of academic affairs at least two weeks prior to Faculty Tenure Committee meeting.
6. Present your tenure portfolio to the Faculty Tenure Committee and receive feedback from committee members.

Semester 6
1. Department chair evaluates your teaching. After the evaluation, meet with the department chair for feedback.
2. Schedule a time to observe the department chair teaching.
3. Faculty B evaluates your teaching. After the evaluation, meet with faculty B for feedback.
4. Schedule a time to observe faculty B teaching.
5. Attend workshops, seminars, meetings, or trainings relevant to your work or interests.

Semester 7
1. Dean evaluates your teaching. After the evaluation, meet with the dean for feedback.
2. Department chair evaluates your teaching. After the evaluation, meet with the department chair for feedback.
3. Faculty A evaluates your teaching. After the evaluations, meet with faculty A for feedback. This evaluation should occur before the final portfolio meeting.
4. Faculty B evaluates your teaching. After the evaluations, meet with faculty B for feedback. This evaluation should occur before the final portfolio meeting.
5. Attend workshops, seminars, meetings, or trainings relevant to your work or interests.
6. Submit your final tenure portfolio to the office of the vice president of academic affairs at least two weeks prior to Faculty Tenure Committee meeting.
7. Present your final tenure portfolio to the Faculty Tenure Committee.

Semester 8
1. Work on any changes or recommendations the committee puts forth that extends your contract a fifth year of teaching.
2. Upon being granted tenure by the president, attend the designated Board of Trustees meeting to be recognized.
3. Continue to attend workshops, seminars, meetings, or trainings relevant to your work or interest.
Dean Checklist

Semester 1
1. Meet with the candidate to distribute and discuss the Tenure Timeline, Tenure Procedures and Responsibilities Checklists, and Tenure Portfolio Requirements.
2. Schedule a time to evaluate the candidate teaching. After the evaluation, meet with the candidate to provide feedback.

Semester 2
1. Inquire as to who might want to be on the candidate’s Faculty Tenure Committee.

Semester 3
1. Schedule a time to observe the candidate teaching. After the evaluation, meet with the candidate to provide feedback.
2. Meet with the department chair to select faculty B.
3. Notify the candidate and committee members of the final makeup of the Faculty Tenure Committee.

Semester 5
1. Schedule a time to evaluate the candidate teaching. After the evaluation, meet with the candidate to provide feedback.
2. Schedule a time for the candidate to present the portfolio to the committee.
3. Evaluate the candidate’s portfolio.
4. Attend the candidate’s portfolio presentation.

Semester 7
1. Schedule a time to evaluate the candidate teaching. After the evaluation, meet with the candidate to provide feedback.
2. Schedule a time for the candidate to present the final portfolio to the committee.
3. Evaluate the candidate’s portfolio.
4. Attend the candidate’s portfolio presentation.
5. Meet with the Faculty Tenure Committee to vote on whether to recommend tenure, extend the candidate’s probationary contract into a fifth year, or terminate employment.
6. Fill out the Faculty Tenure Recommendation Form reflecting the decision of the committee and secure signatures from all committee members.
7. Submit the Faculty Tenure Recommendation Form to the vice president of academic affairs.

Semester 8 (if necessary)
1. If it is decided that an additional year is required, the dean will schedule a meeting with the Tenure Committee and the candidate to give the candidate feedback and to schedule future meetings, portfolio presentations, etc.
Department Chair Checklist

Semester 1
  1. Meet with the candidate to distribute and discuss the Tenure Timeline, Tenure Procedures and Responsibilities Checklists, and Tenure Portfolio Requirements.

Semester 2
  1. Schedule a time to evaluate the candidate teaching. After the evaluation, meet with the candidate to provide feedback.
  2. Schedule a time for the candidate to observe your teaching.

Semester 3
  1. Meet with dean to select faculty B.

Semester 4
  1. Schedule a time to evaluate the candidate teaching. After the evaluation, meet with the candidate to provide feedback.
  2. Schedule a time for the candidate to observe your teaching.

Semester 5
  1. Evaluate the candidate’s portfolio.
  2. Attend the candidate’s portfolio presentation.

Semester 6
  1. Schedule a time to evaluate the candidate teaching. After the evaluation, meet with the candidate to provide feedback.
  2. Schedule a time for the candidate to observe your teaching.

Semester 7
  1. Schedule a time to evaluate the candidate teaching. After the evaluation, meet with the candidate to provide feedback.
  2. Evaluate the candidate’s portfolio.
  3. Attend the candidate’s portfolio presentation.
  4. Meet with the Faculty Tenure Committee to vote on whether to recommend tenure, extend the candidate’s probationary contract into a fifth year, or terminate employment.
  5. Sign the Faculty Tenure Recommendation Form.
Faculty A Checklist

Semester 4
1. Schedule a time to evaluate the candidate teaching. After the evaluation, meet with the candidate to provide feedback.
2. Schedule a time for the candidate to observe your teaching.

Semester 5
1. Schedule a time to evaluate the candidate teaching. After the evaluation, meet with the candidate to provide feedback.
2. Schedule a time for the candidate to observe your teaching.
3. Evaluate the candidate’s portfolio.
4. Attend the candidate’s portfolio presentation.

Semester 7
1. Schedule a time to evaluate the candidate teaching. After the evaluation, meet with the candidate to provide feedback.
2. Evaluate the candidate’s portfolio.
3. Attend the candidate’s portfolio presentation.
4. Meet with the Faculty Tenure Committee to vote on whether to recommend tenure, extend the candidate’s probationary contract into a fifth year, or terminate employment.
5. Sign the Faculty Tenure Recommendation Form.
Faculty B Checklist

Semester 4
1. Schedule a time to evaluate the candidate teaching. After the evaluation, meet with the candidate to provide feedback.
2. Schedule a time for the candidate to observe your teaching.

Semester 5
1. Evaluate the candidate’s portfolio.
2. Attend the candidate’s portfolio presentation.

Semester 6
1. Schedule a time to evaluate the candidate teaching. After the evaluation, meet with the candidate to provide feedback.
2. Schedule a time for the candidate to observe your teaching.

Semester 7
1. Schedule a time to evaluate the candidate teaching. After the evaluation, meet with the candidate to provide feedback.
2. Evaluate the candidate’s portfolio.
3. Attend the candidate’s portfolio presentation.
4. Meet with the Faculty Tenure Committee to vote on whether to recommend tenure, extend the candidate’s probationary contract into a fifth year, or terminate employment.
5. Sign the Faculty Tenure Recommendation Form.
Vice President of Academic Affairs and President Checklist

Semester 8

1. The vice president of academic affairs reviews the Faculty Tenure Committee’s recommendation. The vice president of academic affairs submits the committee’s recommendation along with his recommendation to the president.
2. The president grants or denies the candidate’s tenure.
3. The vice president of academic affairs informs the candidate whether he or she has been granted tenure.
4. The president submits the name(s) of successful candidate(s) to the Board of Trustees for formal recognition.
**Tenure Portfolio Requirements**

The following numbered items are required portfolio components. The bulleted items are examples of criteria the committee may choose to require or the candidate may choose to include. The portfolio should be representative of all of the candidate’s work at Casper College and in the community. The committee should make any specific expectations about the length, the substance, or the format of the document clear to the candidate in writing at the beginning of the tenure process. Completing the procedures, responsibilities, and/or the portfolio does not ensure tenure or the renewal of a probationary contract.

**Portfolio Written Requirements**

1. Write a description of your job. These should be activities that you complete as part of your load.
   - Classes taught
   - Responsibilities

2. Briefly describe your teaching philosophy.

3. Describe your personal goals and objectives.
   - Short-term
   - Long-term

4. Explain how you have created a culture of student success.
   - Advising
   - Recruiting
   - Other

5. Document your contributions to school and department assessment plans.

6. Provide evidence of your outreach to
   - Other Departments
   - On-campus Initiatives
   - Networking
   - Team Teaching
   - Partnerships
   - Community Involvement

7. Describe your campus involvement.
   - Clubs
   - Committees
   - Events
   - Mentoring

8. Explain your professional development.
• Webinars
• Conferences
• Publications
• Continuing Education Classes
• Presentations
• Certifications
• Memberships
• Offices Held

9. Self-Evaluation
   • General
   • How have you changed or modified classes because of student, departmental, or tenure related assessment?
   • How have you changed or modified assignments because of student, departmental, or tenure related assessment?
   • Have you achieved your goals?
   • How have your goals changed?

Portfolio Artifacts: Provide the following documents in your portfolio:

10. Instructional
    • Syllabi
    • Student Work
    • Projects
    • Tests
    • Statistics
    • Videos/Photos of Work, Lecture, Speeches

11. All of your student course evaluations summaries.

12. Evaluations
    • Department Chair and Faculty Peer Evaluation Forms
    • Dean’s Faculty Evaluation Forms

13. Additional Documents Decided on by Dean or Department

14. Supporting Documentation
    • Awards
    • Recognitions
    • Unsolicited Recommendations from Students, Peers, and Others

15. CV/Resume