

Faculty Tenure Overview

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. It is designed for teaching excellence and encourages 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 with input from candidate, 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

- Faculty Tenure Overview
- Tenure Timeline
- Tenure Procedures and Responsibilities Checklist
- Tenure Portfolio Requirements
- Tenure Peer Observation Form (Faculty A, B, Department Chair/ Program Directors and Candidate use this form to document their observations.)
- Tenure Evaluation Form (Deans)
- Faculty Tenure Recommendation Form

Peer Observations (see form on Academic Affairs web page)

Faculty A, B, Department chairs and candidates use the peer observation form. Candidate and selected faculty arrange a pre-observation meeting to agree upon goals of observation for both parties. Observation dates are set and occur, concluding in a completed peer observation form by both parties. A post-observation meeting then occurs with conversation centered on observation goals and mentoring for improvement in teaching. These completed forms are placed in the candidate’s portfolio.

Tenure Committee Presentation and/or Meeting

Tenure committee and candidate meet after members have viewed the candidate’s portfolio. The meeting time, agenda and process will be determined by candidate’s school. This meeting may be a questions/answer format, a presentation of growth and accomplishments, a structured conversation about improvement in teaching and learning, or other formats designed by the

school. These expectations need to be transparent to the candidate and shared at the beginning of semesters 5 and 7.

Tenure Committee Feedback to Candidate

During semester 5, the tenure committee submits written feedback to the candidate no more than 2 weeks after the initial portfolio meeting.

Probationary Period

Candidates are on probation until tenure is granted. 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. Expectations and information are shared regarding probationary duties. (i.e. committee work, advising)
- Dean evaluates candidate

Semester 2

- Department chair observes candidate
- Candidate observes department chair
- Candidate, in consultation with the Dean, selects Faculty A by the end of the semester

Semester 3

- Dean evaluates candidate
- Faculty A observes candidate
- Candidate observes faculty A
- Dean and department chair, with candidate input, select faculty B by the end of the semester

Semester 4

- Department chair observes candidate
- Candidate observes department chair
- Faculty B observes candidate
- Candidate observes faculty B

Semester 5

- Dean evaluates candidate
- Faculty A observes candidate
- Candidate observes faculty A
- Candidate submits initial portfolio to committee and meets with committee to present progress and goals. Committee provides written feedback no more than 2 weeks after the initial portfolio meeting.

Semester 6

- Department chair observes candidate
- Candidate observes department chair
- Faculty B observes candidate
- Candidate observes faculty B

Semester 7

- Dean evaluates candidate before final portfolio meeting
- Faculty A evaluates candidate before final portfolio meeting
- Candidate submits portfolio to committee prior to Tenure Committee meeting
- Candidate meets with Faculty Tenure Committee, agenda and process to be determined by School (determined and shared at beginning of semester)

- 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 names of faculty members approved for tenure 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, observations, and/or portfolio presentations
- Dean evaluates candidate
- Committee votes and submits the Tenure Recommendation Form to the vice president of academic affairs
- Vice president of academic affairs makes a recommendation to the president
- President makes tenure decision
- President submits the names of faculty members approved for tenure to the Board of Trustees for formal recognition

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. Expectations and information are shared regarding probationary duties.
2. Dean evaluates candidate. 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. Meet with Department chair to schedule observations of each other and establish teaching goals. Use Peer Observation Form to document reciprocal observations, providing feedback during a short meeting, and then place in portfolio.
2. Begin working on your tenure portfolio.
3. Attend all new faculty orientations and trainings.
4. Attend workshops, seminars, meetings, or trainings relevant to your work or interests.
5. Observe 2-4 faculty with the purpose of helping the dean select Faculty B.
6. Choose faculty member A to sit on your tenure committee in consultation with Dean.

Semester 3

1. Dean evaluates candidate. After the evaluation, meet with the dean for feedback.
2. Meet with faculty A to schedule observations of each other and establish teaching goals. Use Peer Observation Form to document reciprocal observations, providing feedback during a short meeting, and then place in portfolio.
3. Choose faculty member B to sit on your tenure committee in consultation with Dean.
4. Continue working on your tenure portfolio.
5. Attend workshops, seminars, meetings, or trainings relevant to your work or interests.

Semester 4

1. Meet with Department chair to schedule observations of each other and establish teaching goals.
2. Use Peer Observation Form to document reciprocal observations, providing feedback during a short meeting, and then place in portfolio.
3. Meet with faculty B to schedule observations of each other and establish teaching goals. Use Peer Observation Form to document reciprocal observations, providing feedback during a short meeting, and then place in portfolio.
4. Attend workshops, seminars, meetings, or trainings relevant to your work or interests.

Semester 5

1. Dean evaluates candidate. After the evaluation, meet with the dean for feedback. Place written feedback in portfolio

2. Meet with faculty A to schedule observations of each other and establish teaching goals. Use Peer Observation Form to document reciprocal observations, providing feedback during a short meeting, and then place in portfolio.
3. Attend workshops, seminars, meetings, or trainings relevant to your work or interests.
4. Submit your initial tenure portfolio to Faculty Tenure Committee.
5. Present your progress and goals to the Faculty Tenure Committee and receive feedback from committee members.

Semester 6

1. Meet with department chair to schedule observations of each other and establish teaching goals. Use Peer Observation Form to document reciprocal observations, providing feedback during a short meeting, and then place in portfolio
2. Meet with faculty B to schedule observations of each other and establish teaching goals. Use Peer Observation Form to document reciprocal observations, providing feedback during a short meeting, and then place in portfolio.
3. Attend workshops, seminars, meetings, or trainings relevant to your work or interests.

Semester 7

1. Dean evaluates candidate. After the evaluation, meet with the dean for feedback. Place written feedback in portfolio
2. Meet with faculty A to schedule observations of each other and establish teaching goals. Use Peer Observation Form to document reciprocal observations, providing feedback during a short meeting, and then place in portfolio. This evaluation should occur before the final portfolio meeting.
3. Attend workshops, seminars, meetings, or trainings relevant to your work or interests.
4. Submit your final tenure portfolio to Faculty Tenure Committee.
5. Schedule Faculty Tenure Committee for presentation and/or meeting with pre-set agenda and process.

Semester 8

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

Dean Checklist

Semester 1

1. Meet with the candidate to distribute and discuss the Faculty Tenure Overview, Tenure Timeline, Tenure Procedures and Responsibilities Checklists, and Tenure Portfolio Requirements. Expectations and information are shared regarding probationary duties.
2. Schedule a time to evaluate the candidate teaching. After the evaluation, meet with the candidate to provide verbal and written feedback.

Semester 2

1. Inquire as to who might want to be on the candidate's Faculty Tenure Committee.
2. Choose faculty member A to sit on the tenure committee in consultation with the candidate.

Semester 3

1. Schedule a time to observe the candidate teaching. After the evaluation, meet with the candidate to provide verbal and written feedback.
2. Meet with the department chair to select faculty B, with input from candidate.
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 verbal and written feedback.
2. Notify candidate to schedule a time to present the initial portfolio to the committee.
3. Evaluate the candidate's initial portfolio.
4. Attend the candidate's presentation of progress, goals, and initial portfolio.
5. Provide written feedback to the candidate no more than 2 weeks after the presentation.

Semester 7

1. Share Tenure Committee agenda and procedure with Candidate for end of semester meeting
2. Schedule a time to evaluate the candidate teaching. After the evaluation, meet with the candidate to provide feedback.
3. Evaluate the candidate's final portfolio.
4. Attend the candidate's Faculty Tenure Committee presentation and/or meeting with pre-set agenda and process.
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.
2. Complete evaluations of the candidate in subsequent semesters as directed by college policy.

Department Chair Checklist

Semester 1

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

Semester 2

1. Schedule a time to observe the candidate teaching, as well as a reciprocal observation of the candidate. Meet again after observations to share Peer Observation form feedback on predetermined teaching goals.
2. Meet with the dean to assist in selecting faculty A.

Semester 3

1. Meet with dean to assist in selecting faculty B.

Semester 4

1. Schedule a time to observe the candidate teaching, as well as a reciprocal observation of the candidate. Meet again after observations to share Peer Observation form feedback on predetermined teaching goals.

Semester 5

1. Evaluate the candidate's initial portfolio.
2. Attend the candidate's presentation of progress, goals, and initial portfolio.
3. Provide written feedback to the candidate no more than 2 weeks after the presentation.

Semester 6

1. Schedule a time to observe the candidate teaching as well as a reciprocal observation of the candidate. Meet again after observations to share Peer Observation form feedback on predetermined teaching goals.

Semester 7

1. Evaluate the candidate's final portfolio.
2. Attend the candidate's final Faculty Tenure Committee presentation and/or meeting with pre-set agenda and process.
3. 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.
4. Sign the Faculty Tenure Recommendation Form.

Semester 8 (if necessary)

If it is decided that an additional year is required, attend a meeting with the Tenure Committee and the candidate to give the candidate feedback and to schedule future meetings, observations, portfolio presentations, etc.

Faculty A Checklist

Semester 3

1. Schedule a time to observe the candidate teaching as well as a reciprocal observation of your teaching. Meet again after observations to share Peer Observation form feedback on predetermined teaching goals.

Semester 5

1. Schedule a time to observe the candidate teaching as well as a reciprocal observation of your teaching. Meet again after observations to share Peer Observation form feedback on predetermined teaching goals.
2. Evaluate the candidate's portfolio.
3. Attend the candidate's presentation of progress, goals, and initial portfolio.
4. Provide written feedback to the candidate no more than 2 weeks after the presentation.

Semester 7

1. Schedule a time to observe the candidate teaching as well as a reciprocal observation of your teaching. Meet again after observations to share Peer Observation form feedback on predetermined teaching goals.
2. Evaluate the candidate's portfolio. Attend the candidate's Faculty Tenure Committee for presentation and/or meeting with pre-set agenda and process.
3. 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.
4. Sign the Faculty Tenure Recommendation Form.

Semester 8 (if necessary)

If it is decided that an additional year is required, attend a meeting with the Tenure Committee and the candidate to give the candidate feedback and to schedule future meetings, observations, portfolio presentations, etc.

Faculty B Checklist

Semester 4

1. Schedule a time to observe the candidate teaching as well as a reciprocal observation of your teaching. Meet again after observations to share Peer Observation form feedback on predetermined teaching goals.

Semester 5

1. Evaluate the candidate's portfolio.
2. Attend the candidate's presentation of progress, goals, and initial portfolio.
3. Provide written feedback to the candidate no more than 2 weeks after the presentation.

Semester 6

1. Schedule a time to observe the candidate teaching as well as a reciprocal observation of your teaching. Meet again after observations to share Peer Observation form feedback on predetermined teaching goals.

Semester 7

1. Evaluate the candidate's portfolio.
2. Attend the candidate's Faculty Tenure Committee for presentation and/or meeting with pre-set agenda and process.
3. 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.
4. Sign the Faculty Tenure Recommendation Form.

Semester 8 (if necessary)

If it is decided that an additional year is required, attend a meeting with the Tenure Committee and the candidate to give the candidate feedback and to schedule future meetings, observations, portfolio presentations, etc.

Vice President of Academic Affairs and President Checklist

Semester 7

1. The vice president of academic affairs reviews the Faculty Tenure Committee's recommendation.
2. The vice president of academic affairs submits the committee's recommendation along with his recommendation to the president.
3. The president grants or denies the candidate's tenure.
4. The vice president of academic affairs informs the candidate whether he or she has been granted tenure.
5. The president provides 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. Reflective Practice
 - How have you changed or modified classes because of student, departmental, or tenure related assessment and/or evaluations?
 - How have you changed or modified assignments and your teaching because of student, departmental, or tenure related assessment and/or evaluations?
 - Explain how you met your goals to improve teaching.
 - Address areas for future growth.

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/Observations
 - Department Chair and Faculty Peer Observation 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