**PHASE III** TENURE REVIEW SCHEDULE FORM **DATE:**   
(6 Quarters: Spr; Fall/Wtr/Spr; Fall/Wtr)

*To be completed by Chair, with copies to committee members, candidate, and TR Coordinator* ***within 5 days of 1st meeting of Phase*** *(weeks 2-4); if changes or meetings/evaluations added, Chair distributes revision.*

**Candidate Name Department Email Phone Extension**

**Tenure Review Coordinator:** Shagun Kaur [kaurshagun@fhda.edu](mailto:kaurshagun@fhda.edu)

Core Committee: Chair

* division dean
* div/dept faculty
* div/dept faculty

Vice President (non-voting consultant)

***Minimum required meetings: 4***

***Minimum required evaluations: 3 observations (J1); 5 student evaluations (J2)***

Schedule of 4 required meetings

|  |  |  |
| --- | --- | --- |
| Qtr/weeks | Meeting Purpose | Date |
| Spr/wks 2-4 | **Meeting 1:** to review Phase I, II plan dates for Phase III activities; with candidate to discuss expectations, confirm dates; candidate submits relevant materials for evaluations. *(Or two separate meetings.)* |  |
| Wntr/wks 6-9 | **Meeting 2: part 1** closed session to review all prior evaluations/assess performance; and **part 2** with candidate to discuss performance; candidate reports on professional growth. *(Or two separate meetings.)* |  |
| Fall/wk 9 | **Meeting 3: part 1** closed session to review all prior evaluations, assess performance; and **part 2** with candidate to discuss performance; candidate submits final report of professional growth. *(Or two separate meetings.)* |  |
| Wntr/wk 3 | **Meeting 4: part 1** with candidate to review Fall J2s, Phase III performance, professional growth; and **part 2** closed session to prepare Phase III report. *(Or two separate meetings.)* |  |
| Wntr/wk 4 | Meeting or designated member(s) to inform candidate of recommendation |  |
| (extra) |  |  |

Schedule of 3 required observations, ***1 by each core committee member with 1 in Spr of 3rd yr*** (all during weeks 4-7 of designated quarter)

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| --- | --- | --- |
| Core Committee Member | Class/Task | Date (or qtr/wk\*)  ***\*****Candidate given date at least 1 wk prior* |
|  |  |  |
|  |  |  |
|  |  | (Spr 3rd yr) |
| (extra J1 VP) |  |  |
| (extra J1 committee) |  |  |

Schedule of 5 required student evaluations, ***1 per quarter*** (all during weeks 6-9 of designated quarter;

***not*** during same class period as J1)

|  |  |  |
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| Committee Member | Class/Task | Date (or qtr/wk\*)  ***\*****Candidate given date at least 1 wk prior* |
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|  |  |  |
| (extra J2) |  |  |

Please contact the Tenure Review Coordinator with any questions. Revised: October, 2023