

## **BCC Tenure Facilitator**

### **Description of Duties and Responsibilities**

#### Overview of Position

Coordination of the tenure review process for tenure-track faculty is vital to ensure that faculty and administrators are engaged in the faculty evaluation process and adhere to the policies and procedures provided in the Peralta Community College District (PCCD) Faculty Evaluation Handbook for tenure track faculty.

As a joint appointment of the BCC Peralta Federation of Teachers (PFT) representatives, the BCC Faculty Senate President, and the Vice President of Instruction, the candidate is appointed for one year and works in coordination with their counterparts at the other colleges as well as Division Deans and Tenure Review Committee chairs to ensure the integrity of the tenure review process.

The Tenure review process ensures that tenure review candidates experience instructional excellence in the classroom. As important, the tenure review process enables faculty to demonstrate accomplishments outside of the classroom. In general, the tenure review process encourages faculty's continued development as educational leaders dedicated to improving the quality and effectiveness of Berkeley City College for students and the community.

#### Reporting

Academic Senate President  
Vice President of Instruction

#### Job duties and Responsibilities

The College Tenure Facilitators shall be responsible for:

- 1) Training TRC members to ensure that they are knowledgeable about the tenure review process including techniques and appropriate criteria for evaluating faculty.
- 2) Monitoring the TRC's implementation of the tenure review process. Such monitoring shall include a meeting each term with each TRC, the candidate's peer advisor, and the college Vice President of Instruction in order to review the TRC's activities including whether recognized standards are being applied in the evaluation process, and whether the TRC is following the tenure review process, procedures and timetables.
- 3) Meeting at least once each term with the candidate to assure that any concerns about the TRC or the tenure review process are addressed.
- 4) Reviewing each tenure track portfolio every two weeks to check on compliance with Tenure Procedure guidelines, timelines, and the Evaluation (or Improvement) Plan.
- 5) Checking that the standards used in all portfolio documents are in compliance with the Statement of Faculty Excellence, found the Introduction of the PCCD Faculty Evaluation Handbook. Any documents containing allegations based on rumors or hearsay will not be allowed in the portfolio and may not be used at all in the Tenure process.

#### *Statement of Faculty Excellence:*

*The basis for review of probationary faculty is composed of four categories collectively containing 30 criteria for assessing performance: knowledge base; application of knowledge base; motivation and interpersonal skills; and professional responsibilities.*

*Please see the introduction of the PCCD Faculty Handbook for more in-depth definitions and criteria to assess these four areas of faculty excellence.*

6) Immediately informing the Dean and the College Vice President of Instruction if they note any problems with compliance with timelines, guidelines or other areas in any tenure review, and work with the Vice President to resolve such problems.

7) Attending monthly meetings between the College Tenure Facilitators, the Vice Presidents, and the Vice Chancellor of Academic Affairs to review the portfolios and to identify problems and develop plans of action. The monthly meetings shall be scheduled at the beginning of the academic year. The President of the District Academic Senate (or designee) and the President of the Peralta Federation of Teachers (PFT) (or designee) may attend these meetings.

#### Assignment Duration

The BCC Tenure Facilitator will serve for a period of one year and can be reappointed for three additional one-year terms. The College Tenure Facilitator cannot serve for more than four consecutive years.

The BCC Tenure Facilitator shall be jointly appointed by the PFT Representatives (with both PFT Representatives sharing one vote), the College Faculty Senate President, and the Vice President of Instruction, by majority vote. Qualifications for College Tenure Facilitator will preferably include experience in implementing and applying written regulations and procedures.

#### Compensation

The following formula shall be used to determine facilitator release time at each college:

- 1) Double the number of first year tenure review committees at the college as of the first day on instruction in the Fall semester. Add to that the number of 2nd, 3rd, and 4th year TRCs at the college, as of the first day of instruction in the Fall semester.
- 2) Multiply the total in "1)" (above) by 0.0115. This number, rounded to the nearest 0.1 FTEF, shall be the facilitator release at the college, unless the number is below 0.2 FTE. If the number is below 0.2 FTE, the facilitator shall receive 0.2 FTE release time.
- 3) Either side may reopen this section of the agreement if there is a significant change in the expected workload of this position.