Gavilan College

Tenure Review Form

Contract Year 1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_

This form is intended to serve as a record of tenure review, as per contract section 19.5. Please refer to that contract section.

**Deadlines**: Tenure Review Committee will be formed by September 30 of the 1st year of employment. Recommendation to continue or not to continue employment will be completed by February 15 of each year of employment.

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| --- | --- | --- | --- | --- | --- | --- |
| Contract Employee Name: | |  | |  | Date: |  |
| F.S.A./Assignment: |  | | Date of Probationary Employment: | | |  |

Information and Materials Used in the Review Process: This Committee considered all pertinent contract information (including but not limited to student evaluations, administrative evaluations, committee observations, and past and present student surveys) needed to make a recommendation to the President of the College.

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| **I. Tenure Committee Recommendation to President** |

Continue Employment\_\_\_ Do Not Continue Employment\_\_\_ 1st year\_\_\_

The above recommendation is that of the Tenure Review Committee.

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| --- | --- | --- | --- | --- |
| Tenure Review Committee Chair: |  |  | Date: |  |

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| **II. Assurance of Confidentiality** |

Gavilan’s Tenure Review process is designed to provide fair and equal treatment for all employees. Inherent in that process is the assurance of complete confidentiality.

Tenure committees are composed of administrators and faculty members and the credibility of the Tenure Review process rests primarily with the conduct of these committee members in carrying out their duties. For the protection of the employee and of the college, all committee deliberations must remain confidential.

To emphasize the importance of this assurance of confidentiality, each member of the Tenure Review committee is asked to sign the Tenure Review Form stating that they will not reveal any information about committee discussions or individual employees at any time during the Tenure Review process or after the committee’s recommendation is made public, unless required by a court of competent jurisdiction or any other legally constitute body with authority over employment matters.

Tenure Review Committee Signatures**:**

|  |  |  |
| --- | --- | --- |
| Vice President | Dr. Moaty Fayek |  |
| Supervising Administrator |  |  |
| Faculty Member |  |  |
| Faculty Member |  |  |
| Faculty Member |  |  |

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| **IIII. Contract Employee** |

I understand that a copy of this document will be placed in my personnel file. I have the right to respond and to have that response also placed in my file.

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|  |  |  |  |
| Contract Employee Signature |  |  | Date |