

B-12: TENURE APPLICATION PROCEDURES

In order to apply for tenure, the faculty member must have been a full-time professor for at least five consecutive years. The candidate must have received consistently favorable position performance reviews during that period.

The criteria for a recommendation of tenure depend upon the nature, mission, and goals of Cisco College. Criteria for tenure relate to the Cisco College's three traditional and often inter-related missions: 1. Teaching excellence; 2. Service/outreach, and 3. Scholarship/creative activities/curriculum/program development.

Procedure:

Attach pages that describe your service in each of the areas listed below. Included might be documents that validate any items that have been mentioned, such as outcomes of committee projects; syllabi that include unique assignments; curricula that have been developed; community board affiliations. Include all items that provide documentation of your success and professional growth while at Cisco College.

Prepare a portfolio that includes the following:

Excellence – List your teaching assignments by type (face-to-face, online dual credit, etc.) for Cisco College since your start date. Include innovative teaching practices, computer or software techniques, online innovations, dual credit successes, distance education, course development and quality.

Service/Outreach – List your college service (committees, councils, sponsorships, administrative responsibility, recruitment activities etc.) since your start date. Include student projects, clubs, activities where you assisted.

Scholarship, Creative Activities, Curriculum/Program Development, Grant Development – List the professional development activities in which you have participated since your start date. Include additional degrees or university classes completed, new courses developed. Provide evidence of excellence in teaching and student success. Indicate grant research and proposal development as well as award funded

Other – Describe and/or explain any other considerations you believe should be taken into account. Include teaching recognition, community activities, state/local/national organization affiliations and positions, awards, presentations, publication, research.

APPLICATION FOR TENURE

NAME: _____

START DATE / TIME IN SERVICE _____

Attach items as identified in the procedures for tenure.

Date submitted: _____

Signature of applicant: _____

Approval Division Chair:

Date:

Approval CAO:

Date: