

“Tenure Review Survival Tips”

1. Make sure you have all 5 members of the committee, plus a mentor, **before** the fall semester of your tenure review year (the 4<sup>th</sup> year).
  - a. Department chair (voting)
  - b. Department designee (voting)
  - c. Evaluatee designee (voting)
  - d. Academic senate designee (non-voting)
  - e. Administrative designee (non-voting)
2. Find a buddy/partner for mutual support.
3. All forms and guidelines are available on-line:  
  
[http://www.laccd.edu/collective\\_bargaining\\_agreements/AFT/documents/LACCD-AFTAgreement05-08-1.pdf](http://www.laccd.edu/collective_bargaining_agreements/AFT/documents/LACCD-AFTAgreement05-08-1.pdf)
4. Organize! Buy a folder w/ tab dividers and label the different sections to collect the materials for what is to become tenure review portfolio.
5. Revise/update your tenure review portfolio materials annually. Keep a copy of all your Basic and Comprehensive evaluations.
6. Administer student evaluation at least every year even if it is an informal one. Simply ask students to write a few sentences on what they liked most about the class and what can be done to improve the course. If you are a new teacher, mid-semester evaluation is also a good idea to get feedback from students earlier.
7. Actively participate in all campus committees and events. Tenure review should be an opportunity for you to stand out, when you finally, proudly get to present what you have accomplished in the last 4 years at LACC. Enjoy the process.

## What to Include in your Tenure Review Portfolio

1. List of courses taught each semester. Go to:  
[www.laccd.edu/faculty\\_staff/services\\_logon.asp](http://www.laccd.edu/faculty_staff/services_logon.asp)
2. Keep track of class enrollment. Records available at the Office of Institutional Advancement (AD 209). Make graphs, if possible.
3. List of professional and teaching development, and campus activities.
4. Copies of your flex credit report.
5. You may be asked to write a Self-Evaluation (2-pages, i.e. strengths & weaknesses).
6. Curriculum Vitae:
  - a. Educational background
  - b. Teaching and research background
  - c. Campus activities
  - d. Awards, fellowships, grants
  - e. Experiences abroad, volunteer experiences
  - f. Professional affiliations (i.e. AFT)
  - g. Presentations
  - h. Publications
7. Copies of awards or certificates.
8. Printed pages of your course/educational website.
9. Syllabus of every course taught.
10. Exams of every course.
11. Assignments, handouts, and worksheets of every course.
12. Copies of official and unofficial Student Evaluations.