

Proposal: Create a Task-Group Through District Academic Senate Review of a District-wide Faculty Tenure and Evaluation Software System

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The tenure review process is critical to faculty development and institutional effectiveness. To enhance efficiency, transparency, and consistency, it is imperative to evaluate and adopt tenure process software that aligns with the needs of our faculty, staff, and administration. This proposal outlines a plan to create a short-term district-wide task group/committee to evaluate the top-rated faculty tenure process software solutions and select and implement the most effective option for use at SMCCCD colleges.

Objectives

To create a district task-group to ensure the selection process of a faculty tenure and evaluation software platform is thorough, fair, and aligned with the district and each college's strategic goals, which will include:

- Ensuring fairness and transparency in developing a standardized process for evaluating software platforms.
 - a) Identifying and defining the weakness in the current process while identifying needs and expectations ensuring the new platform can handle the complexities of the SMCCCD tenure and evaluation processes.
- Ensuring that platform supports equity and inclusivity in evaluating diverse faculty experiences and achievement, taking into account varying disciplines and instructional modalities, teaching loads, and service opportunities.
- Ensuring the platform enhances efficiency while reducing administrative workload
- Ensuring data security and privacy
- Ensuring an improved user experience for all stakeholders
- Ensuring compliance with accreditation, union contractual requirements, and state and district policies
- Ensuring scalability and long-term viability of the platform

What are the Expected Benefits of a Faculty Tenure and Evaluation Process Software System

Increased Efficiency and Organization

- Eliminates paper-based systems and centralizing all tenure-related documents
- Provides a long-term institutional memory
- Structures workflows, helping to ensure all required steps are submitted on time.
- Improving communication with auto-notifications and reminders for deadlines, reducing missed deadlines and miscommunication.
- Enables committees to interact and collaborate on a single platform.
- Improves the effectiveness of feedback through document sharing within the system.
- Allows faster receipt of feedback to improve the time for faculty to address performance within the Appendix G timeline.

Increased Communication, Transparency & Compliance

- Tracks faculty progress and providing audit trails for accountability and accreditation reporting.
- Generates reports across faculty groups, trends, tracking institutional progress to help design college and district professional development.
- Supports equitable and consistent decision-making by standardizing criteria.

Security & Confidentiality

- Securely stores sensitive faculty data with role-based access controls.
- Reduces the risk of lost documents or unauthorized access.
- Maintains an electronic archive for future reference and provides long-term institutional memory.

Faculty Support & Retention

- Provides faculty the opportunity to track their progress toward tenure including receiving constructive feedback in a timelier manner.
- Reduces uncertainty by providing clearer more timely guidelines and expectations

Plan of Action

- **Survey, Collect, and Analyze Feedback** - Gather input through surveys, interviews, and focus groups.
 - Determine weaknesses in the current process to help determine important aspects of functionality and ensure the system meets process needs when it moves to an online system.
 - Understand the opportunities an online system could provide to streamline and improve the process
- **Get on the District IT Prioritization List**
- **Formation of a District Task Group/Committee** - to evaluate software systems and select the best option for SMCCD.
- **Create RFP and Software Evaluation Criteria** - Work with the faculty union to ensure understanding and mutual agreement on improvements and streamlined aspects.
- **Software Selection**—Based on industry research, RFPs, and peer institution recommendations, identify three or four top-rated tenure process software options.
- **Software Demonstrations** - Schedule demonstrations and presentations by vendors.
- **Pilot Testing** - If needed, conduct trial implementation with a select group of faculty and administrative users.
- **Comparative Analysis:** Analyze findings based on desired criteria.
- **Final Recommendation:** Present findings and propose the best option for adoption.

Time Line Development of the Review

When developed, the timeline could include the following:

- survey and feedback on strengths and weaknesses of the current process
- development of evaluation criteria
- write RFP
- software demonstration and possible sandbox
- approval & funding
- procurement
- training & rollout
- ongoing assessment

Time Line for the RFP

- Distribution of the RFP
- Vendor Proposals Due Date
- Software System Vendor Demonstrations
- Potential Sandbox Evaluation
- Security Risk Assessment
- Finalist selected
- Contract and Implementation Determination

Conclusion

By evaluating and implementing a tenure process software, the SMCCD district can significantly improve the tenure review experience for faculty, staff, and administration. This initiative aligns with our commitment to fostering faculty success and institutional excellence.

Suggested Goals and Outcomes	
Functionality	Definition
Promotion	The vendor solution should include robust faculty tenure and evaluation process support, facilitating workflow management, documentation, and decision-making transparency.
Data Accuracy and Integrity	The new solution should ensure accurate data capture and maintain data integrity throughout the tenure and post tenure, and adjunct evaluation cycles, minimizing the risks associated with manual data entry or inconsistencies, and missed deadlines.
Advanced Analytics and Reporting	The system should provide robust analytics and customizable reporting capabilities, allowing real-time insights into faculty tenure progression, and overall performance. <ul style="list-style-type: none"> • Reports should be provided in multiple formats. Most reports, if not all, should be viewable on screen with options to download in Excel, PDF, CSV, or Word. • The system should allow for customized roll-up reports for data at the program, college, and university level
Evaluation Capabilities	The system must allow for multiple evaluators <ul style="list-style-type: none"> • The system must support multiple and overlapping faculty, administrator, and peer evaluations using the same rubric
Communication	Streamlined communication for committees, faculty engaged in the process, and deans <ul style="list-style-type: none"> • The system should allow for automated reminders based on timelines customized by the Office of Instruction following AFT contractual timelines
Functions	The system should use a tiered structure that allows authorized users to access data and reports for analysis and approval.
Price	<ul style="list-style-type: none"> • Indicate what price guarantees or caps are offered on annual maintenance and support or any other component • Identify training options available and costs associated with those options. • Identify implementation and deployment service options and associated costs.
Implementation	<ul style="list-style-type: none"> • Describe the implementation process. <ul style="list-style-type: none"> ○ Will the vendor handle implementation, or will IU work with an implementation partner? • Outline the different steps or phases of the implementation timeline. How long is the implementation process expected to take?
Single Sign On	<ul style="list-style-type: none"> • Software provides single sign on

Potential System to Review

Interfolio – Review Promotion & Tenure Tool - <https://www.interfolio.com/review-promotion-tenure/>

No more thumb drives, homegrown systems, or constantly managing file access. Faculty-friendly, convenient, and secure, Interfolio Review, Promotion & Tenure is higher education’s preferred way to conduct academic evaluations online. Interfolio offers a comprehensive platform for educational institutions to manage faculty promotion and tenure processes. It streamlines document submission, committee evaluations, and decision tracking, ensuring a seamless experience for all stakeholders.

Creatrix Campus Faculty Performance System - <https://www.creatrixcampus.com/faculty-performance>

Creatrix provides faculty-first performance software that automates every step of the tenure and promotion process. It offers tools for tracking faculty achievements, setting evaluation rubrics, and generating reports to meet accreditation requirements.

Watermark – Faculty Success – watermarkinsights.com

Tired of duplicating efforts to gather, report, and review faculty activities? This data is essential for accreditation reports and advancing careers. Yet, traditional systems are tedious and incomplete and don’t tie that data to the processes and career milestones that help faculty and institutions advance. Ready to elevate faculty success and institutional impact? See what sets Faculty Success apart.