APPENDIX Y

TENURE COMMITTEE CODE OF CONDUCT

The committee consists of the evaluation team of a contract probationary employee during the fourth year.

- 1. Members shall read all tenure materials and follow guidelines and procedural timelines.
- 2. Members shall be professional when evaluating classroom performance and professional responsibility. Judgments shall be based on personally observed classroom behavior and evaluation materials, not hearsay.
- 3. Members shall be constructive in their criticism, pointing out specific areas of weakness and recommending a plan for correcting those weaknesses within a reasonable time frame.
- 4. Members should take care to distinguish between the candidate's professional and personal characteristics, between ability to teach and general lifestyle, including religious beliefs, sexual orientation, political affiliations and social customs.
- 5. Members should recognize that the candidate may have a different philosophy of education and teaching style than theirs. The main concern should be the effectiveness as stated in criteria of the candidate in the classroom or worksite.
- 6. Members who feel unable to objectively evaluate or be unbiased toward a candidate should disqualify themselves.
- 7. Members should respect the confidentiality of the tenure process, with evaluations and the views of members regarded as private information.