



Tenure Review Checklist

Instructions: Please ensure that all forms are signed and dated and that documents are included in this order (top to bottom).

Name of Candidate:

Packet Checklist (1)

Should be printed on **white**

Cover Sheet identifying Candidate & Committee Members (1)

Should be printed on **white**

Recommendation Form to the Superintendent/President (1)

Should be printed on **white**

Candidate's Self-Evaluation Form (1)

Should be printed on **blue**

Classroom Visitation or Activity Observation Forms (4)

Should be one form for each of the four committee members

Should be printed on **green**

Course Syllabus Checklists for instructional faculty

Should be one form for each of the classes taught by the instructor

Should be printed on **pink**

Faculty Summary Evaluation Form (1)

Should be one form with all required signatures & printed on **yellow**

Instructor Résumé

Yearly updated copy of résumé should be included to support self-evaluation, summary evaluation and to update file in Tenure Review Office and Human Resources.

Should be printed on **white**

Student Evaluations

Should be one set of computer printouts that include all courses taught by the instructor or the equivalent

Should be printed on **white**

Committee Chair Signature

Date

Administrative Secretary Signature

Date

Tenure Review Coordinator Signature

Date