



Tenure Review

CHECK-OFF LIST: Please ensure that all forms are signed and dated.

Name of Candidate: _____

- ☐ **Cover Sheet** (Identifies Committee members & Candidate)
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**
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.
Should be printed on white.

Tenure Review Coordinator Signature

Administrative Secretary Signature

Date