



# TENURE REVIEW COMMITTEE CALENDAR FORM Fall 2015

Tenure Review Candidate: \_\_\_\_\_

Committee Chair: \_\_\_\_\_, Peer Member

Committee Members: \_\_\_\_\_, School Dean

\_\_\_\_\_, Peer Member

\_\_\_\_\_, Member at Large

**Dates:**

**(By 09/14/2015)**

Meeting Date:

Time:

Committee meets **without Candidate** to select/confirm the Committee Chair and establish meeting and visitation schedule. At the end of the meeting, the Candidate is invited for a “meet & greet” with the committee members if the candidate is in the first year of evaluation or at the discretion of the committee for a 2<sup>nd</sup> through 4<sup>th</sup> year evaluation cycle. **Tenure Review Coordinator (TRC) is invited to this meeting**

Portfolio Due:

**Between 10/01 – 10/30/2015**

Candidate’s written materials due to Chair. Materials to include updated CV and résumé, self-evaluation, course syllabi for each course being taught, and sample class/test materials(s) for each course taught. Other relevant materials may also be submitted at the Candidate’s discretion.

**Evaluation Window:**

**Between 09/22 – 10/27/2015**

Committee members visitation responsibilities—notification to Candidate via this memorandum:

Class: \_\_\_\_\_ section - \_\_\_\_\_ (Dean)

Class: \_\_\_\_\_ section - \_\_\_\_\_ (Chair)

Class: \_\_\_\_\_ section - \_\_\_\_\_ (Peer)

Class: \_\_\_\_\_ section - \_\_\_\_\_ (Member At-Large)

Post-visitiation meetings established individually **within one week of visit.**

**October 2 – 16, 2015**

Student Evaluations conducted (distributed by Human Resources).

**Committee Meeting Dates:**

On or by **11/10/15:**

\_\_\_\_\_  
(Time, place)

Committee meets **without Candidate** to review all tenure review materials and to draft Summary Evaluation report. **Bring draft comments to include on yellow Summary Evaluation (hand written okay).** Committee also drafts report to Superintendent/President and Candidate. **TRC is invited to this meeting.**

On or by **11/24/15:**

\_\_\_\_\_  
(Time, place)

Committee meets **with Tenure Track Candidate** to report findings and recommendations.

- Cc: Vice President for Human Resources
- Cognizant Vice President for Academic Affairs or Student Affairs
- Tenure Review Coordinator
- Tenure Review Committee Members
- Tenure Review Candidate