



TENURE REVIEW COMMITTEE CALENDAR FORM Spring 2013

Tenure Review Candidate: _____

Committee Chair: _____, Peer Member

Committee Members: _____, School Dean
_____, Peer Member
_____, Member at Large

Dates:

(By 01/25/2013)

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 2nd through 4th year evaluation cycle. **Tenure Review Coordinator (TRC) is invited to this meeting**

Portfolio Due:

Between 02/15 – 03/15/2013

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 03/01 – 04/15/2013

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-visitation meetings established individually **within one week of visit.**

03/06 – 03/19/2013

Student Evaluations conducted (distributed by Human Resources).

Committee Meeting Dates:

On or by **04/26/13:**

(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 **05/03/13:**

(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