TENURE REVIEW COMMITTEE CALENDAR FORM
Fall 2018

Tenure Review Candidate: _____

Committee Chair: _____ , Peer Member

Committee Members: _____ , School/Center Dean

_____ , Peer Member

_____ , Member at Large

This form must be completed and emailed to everyone listed at the bottom by the end of the day on 9/10/18.

Dates: **(On or before 09/10/2018)** 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 09/24 – 10/19/2018**	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 09/17 – 10/20/2018

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.**

09/28 – 10/12/2018 Student Evaluations conducted (distributed by Human Resources)

09/28 – 10/19/2018 Student Evaluations conducted for librarians (distributed by TR committee chair)

Committee Meeting Dates:

On or before **11/06/18:** (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 before **11/20/2018:** _____ (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