



TENURE REVIEW COMMITTEE CALENDAR FORM Fall 2013

Tenure Review Candidate: _____

Committee Chair: _____, Peer Member

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

Dates:

(By 09/13/2013)

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 10/01 – 10/31/2013

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 09/23 – 11/01/2013

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

October 9 – 22, 2013

Student Evaluations conducted (distributed by Human Resources).

Committee Meeting Dates:

On or by **11/08/13:**

(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 **12/06/13:**

(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