



Tenure Review Checklist

Instructions: Please ensure that all forms are signed via Adobe Sign and dated. Documents are included in order as listed below (top to bottom).

Name of Candidate:

Packet Checklist (1)

Cover Sheet identifying Candidate & Committee Members (1)

Recommendation Form to the Superintendent/President (1)

Candidate's Self-Evaluation Form (1)

Classroom Visitation or Activity Observation Forms (4)

Should be one form for each of the four committee members

Course Syllabus Checklists (for instructional faculty)

Should be one form for each of the classes taught by the instructor

Faculty Summary Evaluation Form (1)

Should be one form with all required signatures

Instructor Curriculum Vitae/Résumé

Yearly updated copy of curriculum vitae/résumé should be included to support self-evaluation, summary evaluation and to update file in Tenure Review Office and Human Resources.

Student Evaluations

Should be one set of computer printouts that include all courses taught by the instructor or the equivalent

Committee Chair Signature

Date

Administrative Secretary Signature

Date

Tenure Review Coordinator Signature

Date