



## TENURE REVIEW COMMITTEE CALENDAR FORM Fall 2014

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

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

Committee Members: \_\_\_\_\_, School Dean  
\_\_\_\_\_, Peer Member  
\_\_\_\_\_, Member at Large

**Dates:**

**(By 09/12/2014)**

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 – 10/31/2014**

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 – 11/01/2014**

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.**

**October 9 – 22, 2014**

Student Evaluations conducted (distributed by Human Resources).

**Committee Meeting Dates:**

On or by **11/12/14:**

\_\_\_\_\_  
(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 **12/05/14:**

\_\_\_\_\_  
(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