

Tenure Review Checklist

Academic Year: _____

First Year for: _____

✓	Fall	✓	Spring
	Evaluation Plan (by 3 rd week)		Evaluation Plan (updated if not complete in fall semester)
	Student Evals (instructional faculty: each class taught or <u>min of 3 sets</u> ; non-instructional faculty: <u>min of 30</u>)		Student Evals (instructional faculty: each class taught or <u>min of 3 sets</u> ; non-instructional faculty: <u>min of 40</u>)
	Faculty Observation (all faculty: <u>min of 3</u>)		Faculty Observation (all faculty: <u>min of 3</u>)
	Administrative Observation (all faculty: <u>min of 1</u>)		Administrative Observation (all faculty: <u>min of 1</u>)
	Peer Evals (sent out by administrator; optional completion by peers)		
	Administrative Evaluation		
	Self-Evaluation		Self-Evaluation
	Conference Report Form(s)		Conference Report Form(s)
	Summary Report		
	Certification Form		

Tenure Review Checklist

Academic Year: _____

Second Year for: _____

✓	Fall	✓	Spring
	Evaluation Plan (by 3 rd week)		Evaluation Plan (updated if not complete in fall semester)
	Student Evals (instructional faculty: <u>min of 3 for the year</u> ; non-instructional faculty: <u>min of 30 for the year</u>)		Student Evals (instructional faculty: <u>number needed for total of 3 for the year</u> if not all done in fall; non-instructional faculty: <u>number needed for total of 30 for the year</u> if not all done in fall)
	Faculty Observation (instructional faculty: <u>min of 3 for the year</u> ; non-instructional faculty: <u>min of 3 for the year</u>)		Faculty Observation (all faculty: <u>number needed for total of 3 for the year</u> if not all done in fall)
	Administrative Observation (all faculty: <u>min of 1 for the year</u>)		Administrative Observation (all faculty: <u>min of 1 for the year</u> if not done in fall)
	Peer Evals (sent out by administrator; optional completion by peers)		
	Administrative Evaluation		
	Self-Evaluation		Self-Evaluation
	Conference Report Form(s)		Conference Report Form(s)
	Summary Report		
	Certification Form		

Tenure Review Checklist

Academic Year: _____

Third Year for: _____

✓	Fall	✓	Spring
	Evaluation Plan (by 3 rd week)		Evaluation Plan (updated if not complete in fall semester)
	Student Evals (instructional faculty: <u>min of 3 for the year</u> ; non-instructional faculty: <u>min of 30 for the year</u>)		Student Evals (instructional faculty: <u>number needed for total of 3 for the year</u> if not all done in fall; non-instructional faculty: <u>number needed for total of 30 for the year</u> if not all done in fall)
	Faculty Observation (instructional faculty: <u>min of 3 for the year</u> ; non-instructional faculty: <u>min of 3 for the year</u>)		Faculty Observation (all faculty: <u>number needed for total of 3 for the year</u> if not all done in fall)
	Administrative Observation (all faculty: <u>min of 1 for the year</u>)		Administrative Observation (all faculty: <u>min of 1 for the year</u> if not done in fall)
	Peer Evals (sent out by administrator; optional completion by peers)		
	Administrative Evaluation		
	Self-Evaluation		Self-Evaluation
	Conference Report Form(s)		Conference Report Form(s)
	Summary Report		
	Certification Form		

Tenure Review Checklist

Academic Year: _____

Fourth Year for: _____

✓	Fall	✓	Spring
	Evaluation Plan (by 3 rd week)		
	Student Evals (instructional faculty: <u>min of 3</u> ; non-instructional faculty: <u>min of 30</u>)		
	Faculty Observation (all faculty: <u>min of 1</u>)		
	Administrative Observation (all faculty: <u>min of 1</u>)		
	Peer Evals (sent out by administrator; optional completion by peers)		
	Administrative Evaluation		
	Self-Evaluation		
	Conference Report Form(s)		
	Summary Report		
	Certification Form		