

TENURE REVIEW COMMITTEE CHECKLIST FOR PROBATIONARY FACULTY EVALUATION PACKET

Tenure and Evaluations Committee Chair, please check each item off when completed. Please make sure that all the items listed below are in the evaluation packet before submitting the packet to the Tenure and Evaluations Coordinator.

- Self-evaluation form
- Professional development transcript
- Student evaluations (no need to submit these to TERB Coordinator)
- Class observation forms (minimum of 3)
- A letter from the Department Chair
- A letter from the Dean/Director
- A sample of course materials
- Final Evaluation Report
- Improvement Plan (If probationary faculty is under an improvement plan)