

2010-2011 TENURE DOSSIER DOCUMENTATION CHECKLIST

This document is meant to be used by the faculty member during each year of his or her progress toward tenure. It allows the person to keep track of the evaluations which should be completed year by year. This document must be included in the tenure dossier.

Applicant _____ Date _____

Date of first year in tenure track at ACCD _____

Years of tenure service granted for experience at other institutions _____

	Date Completed
Year One: 2005-2006	
1.1 Fall Classroom Observation by chair/supervisor/designee	_____
1.2 Annual Report: Self Evaluation	_____
1.3 Spring Peer Review Summary	_____
1.4 Annual Performance Evaluation by chair/supervisor	_____
Year Two: 2006-2007	
2.1 Fall Classroom Observation by chair/supervisor/designee	_____
2.2 Annual Report: Self Evaluation	_____
2.3 Spring Peer Review Summary	_____
2.4 Annual Performance Evaluation by chair/supervisor	_____
Year Three: 2007-2008	
3.1 Fall Classroom Observation by chair/supervisor/designee	_____
3.2 Annual Report: Self Evaluation	_____
3.3 Spring Peer Review Summary	_____
3.4 Annual Performance Evaluation by chair/supervisor	_____
Year Four: 2008-2009	
4.1 Fall Classroom Observation by chair/supervisor/designee	_____
4.2 Annual Report: Self Evaluation	_____
4.3 Spring Peer Review Summary	_____
4.4 Annual Performance Evaluation by chair/supervisor	_____

Year Five: 2009-2010

Date Completed

- 5.1 Fall Classroom Observation by chair/supervisor/designee _____
- 5.2 Annual report: Self Evaluation _____
- 5.3 Spring Peer Review Summary _____
- 5.4 Annual Performance Evaluation by chair/supervisor _____

Year Six: 2010-2011

- 6.1 Letter of intent to apply for tenure sent to chair/supervisor _____
- | | | |
|-----------------------------------------------------------------------------------------------|------------|-----------|
| | Yes | No |
| 6.2 Up-to-Date Resume | _____ | _____ |
| 6.3 Original graduate transcripts | _____ | _____ |
| 6.4 ACCD Employment Contracts from years one through six of full-time tenure-track employment | _____ | _____ |

Completion Date

- 6.5 Fall Classroom Observation by chair/supervisor/designee _____
- 6.6 Annual Report: Self Evaluation _____
- 6.7 Spring Peer Review Summary _____
- 6.8 Annual Performance Evaluation by chair/director _____

Evaluations 6.6 - 6.8 will not be completed by the time the tenure dossier must be submitted to the chair. Faculty member should indicate date by which the evaluations will be completed.

EXPLANATION FOR MISSING DOCUMENTATION:

Faculty member should indicate the number and reason for any evaluations which were not completed in the year they were due. Evaluations missing for reasons beyond a faculty member's control will be noted without prejudice to the tenure application.



 Dr. Ana M. "Cha" Guzmán, President

8-5-10

 Date