**Faculty Tenure Checklist**

**To be completed by Department Chairperson**

**Faculty Member Name:** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Hire Date:** Click or tap to enter a date.

**NOTE: Per the CCRIFA Contract, Article X, B.1.**

The institution during a period of six (6) years has the opportunity to observe and evaluate the capabilities and the performance of a faculty member. Each time a faculty member's contract comes up for renewal, the administration is charged with the responsibility of judging all the qualifications of that faculty member. This judgment should be active, not passive.

1. **Is the faculty member eligible for Tenure?** Choose an item.

**Information Required for Tenure**

Please indicate that this tenure packet is complete by filling out the following checklist and submit with the tenure packet:

[ ]  This packet includes the four (4) required comprehensive evaluations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year 1** | **Year 2** | **Year 3** | **Year 6** |
| [ ]  Dean Evaluation | [ ]  Dean Evaluation | [ ]  Dean Evaluation | [ ]  Dean Evaluation |
| [ ]  Chair Evaluation | [ ]  Chair Evaluation | [ ]  Chair Evaluation | [ ]  Chair Evaluation |
| [ ]  Peer Evaluation | [ ]  Peer Evaluation | [ ]  Peer Evaluation | [ ]  Peer Evaluation |
| [ ]  Self Evaluation | [ ]  Self Evaluation | [ ]  Self Evaluation | [ ]  Self Evaluation |
| [ ]  Student Evaluation | [ ]  Student Evaluation | [ ]  Student Evaluation | [ ]  Student Evaluation |

[ ]  This packet contains an up-to-date CV and graduate-level transcripts

[ ]  This packet indicates accurate information such as date-of-hire, educational background, and pertinent professional experience.

[ ]  The narrative includes a summary of the faculty member’s teaching effectiveness.

[ ]  The narrative includes a summary of the faculty member’s productive scholarship.

[ ]  The narrative includes a summary of the faculty member’s professional improvement.

[ ]  The narrative includes a summary of the faculty member’s college-wide committee work.

[ ]  The narrative includes a summary of the faculty member’s professional activity in their field.