

PHASE III TENURE REVIEW SCHEDULE FORM (6 Quarters: Spr; Fall/Wtr/Spr; Fall/Wtr)

To be completed by Chair, with copies to committee members, candidate, and TR Coordinator **within 5 days of 1st meeting of Phase** (weeks 2-4); if changes or meetings/evaluations added, Chair distributes revision.

Candidate: _____

Tenure Review Coordinator: _____

Core Committee: _____

- division dean _____
- div/dept faculty _____
- div/dept faculty _____

Chair

Vice President (non-voting consultant) _____

Minimum required meetings: 4

Minimum required evaluations: 3 observations (J1); 5 student evaluations (J2)

Schedule of 4 required meetings

Qtr/weeks	Meeting Purpose	Date
Spr/wks 2-4	Meeting 1: to review Phase I, II plan dates for Phase III activities; <u>with candidate</u> to discuss expectations, confirm dates; candidate submits relevant materials for evaluations. (Or two separate meetings.)	
Wtr/wks 6-9	Meeting 2: part 1 <u>closed session</u> to review all prior evaluations/assess performance; and part 2 <u>with candidate</u> to discuss performance; candidate reports on professional growth. (Or two separate meetings.)	
Fall/wk 9	Meeting 3: part 1 <u>closed session</u> to review all prior evaluations, assess performance; and part 2 <u>with candidate</u> to discuss performance; candidate submits final report of professional growth. (Or two separate meetings.)	
Wtr/wk 3	Meeting 4: part 1 <u>with candidate</u> to review Fall J2s, Phase III performance, professional growth; and part 2 <u>closed session</u> to prepare Phase III report. (Or two separate meetings.)	
Wtr/wk 4	Meeting or designated member(s) to inform candidate of recommendation	
(extra)		

Schedule of 3 required observations, **1 by each core committee member with 1 in Spr of 3rd yr** (all during weeks 4-7 of designated quarter)

Core Committee Member	Class/Task	Date (or qtr/wk*) <i>*Candidate given date at least 1 wk prior</i>
		(Spr 3 rd yr)
(extra J1 VP)		
(extra J1 committee)		

Schedule of 5 required student evaluations, **1 per quarter** (all during weeks 6-9 of designated quarter; **not** during same class period as J1)

Committee Member	Class/Task	Date (or qtr/wk*) <i>*Candidate given date at least 1 wk prior</i>
(extra J2)		

Please contact the Tenure Review Coordinator with any questions.