

SUPERVISING ADMINISTRATOR TENURE REVIEW PORTFOLIO CHECKLIST

Unit A: Tenure Review (SELECT ONE) YEAR 1 YEAR 2 YEAR 3 YEAR 4

PROBATIONARY FACULTY:

DEPT: _____

Items 1-6 below to be verified by the **Supervising Administrator** that the required materials are complete for submission, that all accompanying materials are attached to the proper reports and that each report is signed and dated by the participants as indicated on the report form. Please submit this form with the portfolio/packet.

Name of Supervising Administrator: _____

The following materials to be completed and submitted to the office of Dean of Curriculum and Educational Support Services

Portfolio/Packet should include the following:

#	Portfolio/Packet Form	Supervising Administrator's Initials
1.	Yearly Report with all signatures	
2.	Supervising Administrator Team Member Report	
	• Observation Report	
	• Student Comments	
	• Student Tabulations	
3.	Department Chair Team Member Report	
	• Observation Report	
	• Student Comments	
	• Student Tabulations	
4.	Discipline Peer Team Member Report	
	• Observation Report	
	• Student Comments	
	• Student Tabulations	
5.	Faculty's Self-Assessment (not required for Spring 2021)	
First Minority Yearly Report, if any: [optional] Author: _____		
Second Minority Yearly Report, if any: [optional] Author: _____		
6.	Probationary faculty member Written Response to Team Member Reports [optional]	