

West Chester University of Pennsylvania
CHECKLIST FOR TENURE APPLICANTS
CLASSROOM FACULTY

This informal information specifies the items the TeP Committee reviews in each file.

NOTE: If you intend to apply for tenure AND promotion, see the Checklist for Promotion Applicants in addition to this checklist.

Applicant _____ Department _____
Terminal Degree _____ Date of Hire _____

TENURE CHECKLIST

Applicant provides 4 binders including copies of the items specified below, plus the narratives, 1 copy of supporting materials, and other materials specified in the Tenure Policy.

- President's notice of tenure eligibility
- Candidate's response to the President's notice of tenure eligibility (optional)
- Signed (by candidate, department committee chair, and department chair) and dated tenure application form
- Permission given to review candidate's personnel file (not required)
- Signed and dated Statement of Expectations of Employment. Statements covering the entire probationary period should be included.
- Student evaluations in all classes from each semester of the probationary period.

| | |
|--------------------|----------------------|
| _____ Fall, year 1 | _____ Spring, year 1 |
| _____ Fall, year 2 | _____ Spring, year 2 |
| _____ Fall, year 3 | _____ Spring, year 3 |
| _____ Fall, year 4 | _____ Spring, year 4 |

- . The Fall, year 5 official student evaluation data and the Spring, year 5 data is not seen by TeP but should be completed as part of the probationary evaluation process and sent to Human Resources.

_____ A minimum of 2 classroom observations per semester by department committee

| | | | | | |
|--------|------------|-----------|-------|--------------|-------|
| Year 1 | date _____ | obs _____ | _____ | course _____ | _____ |
| | date _____ | obs _____ | _____ | course _____ | _____ |
| | date _____ | obs _____ | _____ | course _____ | _____ |
| | date _____ | obs _____ | _____ | course _____ | _____ |
| Year 2 | date _____ | obs _____ | _____ | course _____ | _____ |
| | date _____ | obs _____ | _____ | course _____ | _____ |
| | date _____ | obs _____ | _____ | course _____ | _____ |
| | date _____ | obs _____ | _____ | course _____ | _____ |
| Year 3 | date _____ | obs _____ | _____ | course _____ | _____ |
| | date _____ | obs _____ | _____ | course _____ | _____ |
| | date _____ | obs _____ | _____ | course _____ | _____ |
| | date _____ | obs _____ | _____ | course _____ | _____ |
| Year 4 | date _____ | obs _____ | _____ | course _____ | _____ |
| | date _____ | obs _____ | _____ | course _____ | _____ |
| | date _____ | obs _____ | _____ | course _____ | _____ |
| | date _____ | obs _____ | _____ | course _____ | _____ |

The Fall, year 5 peer observations are included in the Tenure-only Application portfolio; the Spring, year 5 observations are not seen by TeP but should be completed as part of the probationary evaluation process.

_____ A minimum of 1 classroom observation per year by department chair

| | | | | | |
|--------|------------|-----------|-------|--------------|-------|
| Year 1 | date _____ | obs _____ | _____ | course _____ | _____ |
| Year 2 | date _____ | obs _____ | _____ | course _____ | _____ |
| Year 3 | date _____ | obs _____ | _____ | course _____ | _____ |
| Year 4 | date _____ | obs _____ | _____ | course _____ | _____ |
| Year 5 | date _____ | obs _____ | _____ | course _____ | _____ |

RATINGS FOR PERFORMANCE REVIEW AND EVALUATION

Yearly evaluations by dept. committee

Yearly evaluations by dept. chair

Yearly evaluation by Dean

| | | | | | | | | | | |
|-------------|-----|----|-----|---|-------------|-----|----|-----|---|----------|
| 1st year | | | | | 1st year | | | | | 1st year |
| Teaching | dnm | in | mps | d | Teaching | dnm | in | mps | d | _____ |
| Scholarship | dnm | in | mps | d | Scholarship | dnm | in | mps | d | |
| Service | dnm | in | mps | d | Service | dnm | in | mps | d | |
| Overall | dnm | in | mps | d | Overall | dnm | in | mps | d | |
| 2nd year | | | | | 2nd year | | | | | 2nd year |
| Teaching | dnm | in | mps | d | Teaching | dnm | in | mps | d | _____ |
| Scholarship | dnm | in | mps | d | Scholarship | dnm | in | mps | d | |
| Service | dnm | in | mps | d | Service | dnm | in | mps | d | |
| Overall | dnm | in | mps | d | Overall | dnm | in | mps | d | |
| 3rd year | | | | | 3rd year | | | | | 3rd year |
| Teaching | dnm | in | mps | d | Teaching | dnm | in | mps | d | _____ |
| Scholarship | dnm | in | mps | d | Scholarship | dnm | in | mps | d | |
| Service | dnm | in | mps | d | Service | dnm | in | mps | d | |
| Overall | dnm | in | mps | d | Overall | dnm | in | mps | d | |
| 4th year | | | | | 4th year | | | | | 4th year |
| Teaching | dnm | in | mps | d | Teaching | dnm | in | mps | d | _____ |
| Scholarship | dnm | in | mps | d | Scholarship | dnm | in | mps | d | |
| Service | dnm | in | mps | d | Service | dnm | in | mps | d | |
| Overall | dnm | in | mps | d | Overall | dnm | in | mps | d | |
| 5th year | | | | | 5th year | | | | | 5th year |
| Teaching | dnm | in | mps | d | Teaching | dnm | in | mps | d | _____ |
| Scholarship | dnm | in | mps | d | Scholarship | dnm | in | mps | d | |
| Service | dnm | in | mps | d | Service | dnm | in | mps | d | |
| Overall | dnm | in | mps | d | Overall | dnm | in | mps | d | |

**** dnm--does not meet; in--improvement needed; mps--meets professional stds;
d--distinguished

Even if there has been a break in service during the probationary period, eight semesters of evaluations and official student evaluations are still required.

The TeP chair inserts the following:

- Department Chair recommendation regarding tenure. This recommendation is based on the Tenure Application portfolio and is in addition to the 5th year Performance Review and Evaluation.

- Tenure Committee Chair recommendation regarding tenure. This recommendation is based on the Tenure Application portfolio and is in addition to the 5th year Performance Review and Evaluation.