

**PHASE I TENURE REVIEW SCHEDULE FORM (2 Quarters: Fall/Wtr) DATE: \_\_\_\_\_**

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. Fill in complete form.

**Candidate: Name Department Email Phone Extension**

**Tenure Review Coordinator:** \_\_\_\_\_

**Core Committee: Name Email Phone Extension Chair**

- division dean \_\_\_\_\_
- div/dept faculty \_\_\_\_\_
- div/dept faculty \_\_\_\_\_

Vice President \_\_\_\_\_

At-Large Faculty \_\_\_\_\_

**Minimum required meetings: 3**

**Minimum required evaluations: 3 observations (J1); 2 student evaluations (J2)**

Schedule of 3 required meetings

Qtr/weeks	Meeting Purpose	Date (or wk)
Fall/wks 2-4	<b>Meeting 1:</b> to select chair, examine job description, set dates for all activities; <u>with candidate</u> to outline process, confirm evaluation dates; candidate submits relevant materials for evaluations, e.g., GreenSheet, sample exams, lessons. (Or two separate meetings.)	
Fall/wks 6-9	<b>Meeting 2: part 1</b> <u>closed session</u> to discuss evaluations, performance, schedule any extra evaluations; and <b>part 2</b> <u>with candidate</u> to review/assess performance, discuss any deficiency identified in J1 evaluations with suggestions for improvement. (Or two separate meetings.)	
Winter/wk 4	<b>Meeting 3: part 1</b> <u>with candidate</u> to discuss Fall J2s, performance; and <b>part 2</b> <u>closed session</u> to prepare Phase I report. (Or two separate meetings.)	
Winter/wk 5	Meeting or designated member(s) to inform candidate of recommendation	
(extra)		

Schedule of 3 required observations, **1 by each core committee member** (Fall, weeks 4-7)

Core Committee Member	Class/Task	Date (or qtr/wk*) <small>*Candidate given date at least 1 wk prior</small>
(extra J1)		

Schedule of 2 required student evaluations (Fall, weeks 6-9, **not** during same class period as J1)

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

Please contact the Tenure Review Coordinator with any questions. Revised: January 25, 2022