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

*To be completed by Chair, with printed 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.* **DATE:_____**

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 (non-voting consultant)_____

Fill in complete form.
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* *Candidate given date at least 1 wk prior*
		(Spr 3rd 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* *Candidate given date at least 1 wk prior*
(extra J2)		

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