

**OPTIONAL CHECKLIST FOR EVALUATORS**

## Tenure Review Committee (TRC) for

\_\_\_\_\_  
Name of Evaluatee

**Pre-Evaluation Meeting**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

<b>Committee Members</b>	<b>Observations</b> (of at least two different courses when possible; evaluatee chooses one)	<b>Student Evaluations?</b> (2 required)
1. Member selected by evaluatee (tenured faculty member or ed. manager):  Chair? <input type="checkbox"/> Y <input type="checkbox"/> N	<ul style="list-style-type: none"> <li>• Course/Section:</li> <li>• Date:</li> <li>• Time:</li> <li>• Location:</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Member selected by department (tenured faculty member):  Chair? <input type="checkbox"/> Y <input type="checkbox"/> N	<ul style="list-style-type: none"> <li>• Course/Section:</li> <li>• Date:</li> <li>• Time:</li> <li>• Location:</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Management representative:  Chair? <input type="checkbox"/> Y <input type="checkbox"/> N	<ul style="list-style-type: none"> <li>• Course/Section:</li> <li>• Date:</li> <li>• Time:</li> <li>• Location:</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Self-Evaluation</b> due	Date:
<b>Post-Evaluation meeting Part 1</b> (TRC only) to develop summary and compile portfolio	Date: Time: Location:
<b>Post-Evaluation meeting Part 2</b> (with evaluatee)	Date: