

**FORM 13: CHECKLIST TENURE/RECONTRACTING FOR FACULTY / LIBRARIANS
HIRED BEFORE JULY 14, 2014. FOR 3RD & 4TH YEAR CONTRACTS (2ND Year of Service),
5TH YEAR CONTRACTS (3RD Year of Service), AND FOR TENURE (5TH Year of Service)**

CANDIDATE NAME _____ **DATE HIRED** _____

OFFICE / DEPARTMENT _____ **PHONE EXT.** _____

DEPARTMENT T/R CHAIRPERSON _____ **PHONE EXT.** _____

CHECKLIST FOR FACULTY & LIBRARIANS within the Bargaining Unit appointed after December 31 of the current academic year shall be reviewed the following year as a first-year candidate. The Departmental Tenure & Recontracting Chairperson's initials must appear on blank lines under "Initials." Please number the printed pages of the recontracting file and collate in the order listed, and include the corresponding page number where indicated.

File Page Starts With	#	CHECKLIST ITEM	Initial
i	1.	Checklist (this page)	_____
<u>1</u>	2.	Application Form	_____
_____	3.	Curriculum vitae (required)	_____
_____	4.	Executive Summary (required)	_____
_____	5.	Job Description (from initial job posting)	_____
_____	6.	Courses Taught and Adjusted Load (current review cycle)	_____
_____	7.	Approved Department Tenure/Recontracting criteria (including weight and interpretation of criteria, evaluation procedures, role of chairperson, and definition of terminal degree)	_____
_____	8.	Teaching/Professional Performance: <ul style="list-style-type: none"> • Self assessment • Student evaluations (current cycle) and candidate's responses • Peer evaluations (current cycle) and candidate's response • Student evaluations (all prior cycles) • Peer evaluations (all prior cycles) • Plans for future growth 	_____
_____	9.	Scholarly/Creative Activity or Professional Development <ul style="list-style-type: none"> • Self-assessment • Plans for future growth 	_____
_____	10.	Service to the University Community <ul style="list-style-type: none"> • Self-assessment • Plans for future growth 	_____
_____	11.	Service to the Wider and Professional Community <ul style="list-style-type: none"> • Self-assessment • Plans for future growth 	_____
_____	12.	Departmental/Committee evaluation, numerical vote, and minority report (if necessary) (Appendix D)	_____
_____		ENSURE THAT ALL SIGNATURES ARE PRESENT	_____
_____	13.	Previous evaluations (as applicable) <ul style="list-style-type: none"> • First review (Department/Office, Dean/Supervisor) • Second review (Department/Office, Dean/Supervisor, Senate, Dean, Provost) • Third review (Department/Office, Dean/Supervisor, Senate, Dean, Provost) 	_____
_____	14.	Supplemental Folder (if needed)	_____

SUPPLEMENTAL FOLDER: CANDIDATES MAY ALSO INCLUDE IN THE FOLDER ONE (1) COPY OF ANY SUPPLEMENTAL DOCUMENTATION TO SUPPORT THEIR APPLICATION. THIS FOLDER WILL BE AT THE DISPOSAL OF THE SENATE COMMITTEE THROUGHOUT THE DELIBERATIONS.