*To be completed by TRC Chair*

**D/WG Responsibilities Observation Report (optional)**

|  |  |
| --- | --- |
| Check One | |
|  | 2nd Cycle |
|  | 3rd Cycle |
|  | 4th Cycle |

Tenure Candidate:

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

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section A - Tenure Candidate’s Participation in D/WG**

All information contained in this section of the report should be first-hand information observed by evaluating members of the TRC in appropriate venues. These venues are limited to formal D/WG meetings and D/WG duties and activities in which the full membership of the D/WG is expected to participate.

1. In what ways does the Candidate participate in D/WG functions?   
*(The document will expand as you type.)*

2. Please list any significant concerns you have in relation to the question above. For each concern listed, provide specific evidence. *(The document will expand as you type.)*

OR

Check here if you have no concerns.

**Section B - Verification of Professional Growth and Activities Report**

Candidates in Cycles Two through Four submit the Professional Growth and Activities Report to the TRC Chair by Week 9 of the fall semester. The TRC Chair may verify information by interviewing members of the department or work group who have first-hand information on activities described in the Professional Growth and Activities Report. If this option is chosen, the TRC Chair must provide the opportunity for all members of the department to offer input. The name of the department or work group member(s) interviewed and the substance of the information received must be documented and included in the report below.

1. First item in question described within the Professional Growth and Activities Report: *(List additional items as needed and the document will expand as you type.)*

2. List each D/WG member followed by a synopsis of the individual’s remarks (if the individual has no knowledge of the item, please indicate “No Comment”).

**TRC Chair’s Statement**

By checking this box, I verify these observations are first-hand information obtained in appropriate venues and contexts as outlined in “Article H: Evaluation and Tenure Review” of the District/Faculty Assembly Agreement.

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

**Candidate’s Statement**

By checking this box, I acknowledge I have read this report and understand I have the right to submit a Response to D/WG Responsibilities Observation Report.

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

**Notes**

1. To use Section A, this report must be part of the Tenure Plan and can only be used during Cycles Two through Four. If the option is not part of the Tenure Plan, Section A cannot be used.
2. Section B can be used even if this report is not part of the Tenure Plan and can only be used during Cycles Two through Four.
3. TRC Chair sends this report, along with the Candidate’s Professional Growth and Activities Report to Tenure Coordinator for review by Week 11 of fall semester.
4. Tenure Coordinator reviews both reports, retains copies, and sends both as electronic documents to the Candidate for inclusion in the Evaluation Packet by end of Week 12 of fall semester.
5. Candidate has a right to respond to this report by including a Response to D/WG Responsibilities Observation Report in the Evaluation Packet.
6. Failure to complete and submit this form to Tenure Coordinator by the deadline voids discussion of this information by the TRC at the Tenure Evaluation Meeting.