*To be completed by Candidate*

**Observation Schedule Report**

|  |  |
| --- | --- |
| Check One | |
|  | 1st Cycle report |
|  | 2nd Cycle report |
|  | 3rd Cycle report |
|  | 4th Cycle report |

Tenure Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Semester and Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Indicate below the classes and/or activities to be observed.**

The minimum requirement for Candidates in their first evaluation cycle is 80% of load.

The minimum requirement for Candidates in their second through fourth evaluation cycle is 60% of load.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Course*** | ***Section***  ***Number*** | ***Date to be Observed*** | ***Time to be Observed*** | ***Type of Observation***  ***(Classroom or***  ***Non-Classroom Activity)*** | ***Observer*** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**Notes**

1. Candidate emails form to the TRC Chair and Tenure Coordinator by the end of Week 4 of fall semester or Week 2 of the spring semester.
2. Candidate includes form in the Evaluation Packet.