*To be completed by Dean*

**Dean’s Report**

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

Tenure Candidate:

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

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

“Article H: Evaluation and Tenure Review” of the *District/Faculty Assembly Agreement* assigns Deans the responsibility to complete a report that may be used to evaluate matters pertinent to the criteria for evaluation, including, but not limited to, the Candidate’s professional interactions with colleagues, participation in institutional service, classroom management, promptness in evaluation of student work, adherence to timelines and due dates of administrative duties, maintaining contractual obligations to teaching and worksite hours as related to classroom management.

*(The document will expand as you type.)*

**Dean’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 indicate I have read this report and understand I have the right to submit a “Response to Dean’s Report” form.

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

**Notes**

1. Dean emails report to Tenure Coordinator for review by end of Week 11 in the fall semester.
2. Tenure Coordinator reviews and emails report to Candidate by end of Week 12 in the fall semester.
3. Candidate downloads report, checks Candidate’s Statement box, saves file, and includes report in Evaluation Packet.
4. Candidate has a right to respond to report by including a “Response to Dean’s Report” form in Evaluation Packet.