

Tenure Coordinator Helper Form

Candidate:

Cycle: 1 2 3 4

TRC Composition

TRC Chair:

Department Peer:

Candidate Peer:

Dean:

Initial Forms	Deadline Fall		Done Fall
TRC Composition Confirmation Form sent to Candidate and TRC Chair			
Survey Survey Options Report received from Candidate			
Observation Schedule report received from Candidate			

Observation and Discussion Reports				Received	Reviewed and Sent to Candidate
				Spring ~Deadlines~ Fall	Spring ~Deadlines~ Fall
	Spr	Fall	N/A		
TRC Chair					
Department Peer					
Candidate Peer					
Dean					

Reminder to Candidate	Done	Deadline
Professional Growth and Activities Report sent to TRC chair		

Reports from Chair and Dean			Received	Reviewed and Sent to Candidate
	Opt In?		Deadline	Deadline
Professional Growth and Activities Report				
D/WG Responsibilities Observation Report	Y	N		
Dean's Report on Classroom Management	Y	N		(not reviewed)

	Done	Deadline
Evaluation Packet received from Candidate and Uploaded to ePortfolio		

Tenure Meeting: Date

Deadline

Tenure Evaluation Meeting: Date

Deadline

Reports	Received	Reviewed and Uploaded to ePortfolio
	Deadline	Deadline
TRC Report (original sent to PG&E Support)		
Tenure Plan		