

**West Chester University of Pennsylvania**  
**CHECKLIST FOR TENURE APPLICANTS**  
**CLASSROOM FACULTY**

*This informal information specifies the items the TeP Committee reviews in each file.*

---

NOTE: If you intend to apply for tenure AND promotion, see the Checklist for Promotion Applicants in addition to this checklist.

---

---

Applicant _____	Department _____
Terminal Degree _____	Date of Hire _____

---

**TENURE CHECKLIST**

Applicant provides 4 binders including copies of the items specified below, plus the narratives, 1 copy of supporting materials, and other materials specified in the Tenure Policy.

- ☐ President's notice of tenure eligibility
- ☐ Candidate's response to the President's notice of tenure eligibility (optional)
- ☐ Signed (by candidate, department committee chair, and department chair) and dated tenure application form
- ☐ Permission given to review candidate's personnel file (not required)
- ☐ Signed and dated Statement of Expectations of Employment. Statements covering the entire probationary period should be included.
- ☐ Student evaluations in all classes from each semester of the probationary period.

\_\_\_\_\_ Fall, year 1  
\_\_\_\_\_ Fall, year 2  
\_\_\_\_\_ Fall, year 3  
\_\_\_\_\_ Fall, year 4

\_\_\_\_\_ Spring, year 1  
\_\_\_\_\_ Spring, year 2  
\_\_\_\_\_ Spring, year 3  
\_\_\_\_\_ Spring, year 4

- . The Fall, year 5 official student evaluation data and the Spring, year 5 data is not seen by TeP but should be completed as part of the probationary evaluation process and sent to Human Resources.

\_\_\_\_\_ A minimum of 2 classroom observations per semester by department committee

Year 1	date	_____	obs	_____	course	_____
	date	_____	obs	_____	course	_____
	date	_____	obs	_____	course	_____
	date	_____	obs	_____	course	_____
Year 2	date	_____	obs	_____	course	_____
	date	_____	obs	_____	course	_____
	date	_____	obs	_____	course	_____
	date	_____	obs	_____	course	_____
Year 3	date	_____	obs	_____	course	_____
	date	_____	obs	_____	course	_____
	date	_____	obs	_____	course	_____
	date	_____	obs	_____	course	_____
Year 4	date	_____	obs	_____	course	_____
	date	_____	obs	_____	course	_____
	date	_____	obs	_____	course	_____
	date	_____	obs	_____	course	_____

The Fall, year 5 peer observations are included in the Tenure-only Application portfolio; the Spring, year 5 observations are not seen by TeP but should be completed as part of the probationary evaluation process.

\_\_\_\_\_ A minimum of 1 classroom observation per year by department chair

Year 1	date	_____	obs	_____	course	_____
Year 2	date	_____	obs	_____	course	_____
Year 3	date	_____	obs	_____	course	_____
Year 4	date	_____	obs	_____	course	_____
Year 5	date	_____	obs	_____	course	_____

## RATINGS FOR PERFORMANCE REVIEW AND EVALUATION

### *Yearly evaluations by dept. committee*

1st year				
Teaching	dnm	in	mps	d
Scholarship	dnm	in	mps	d
Service	dnm	in	mps	d
Overall	dnm	in	mps	d

2nd year				
Teaching	dnm	in	mps	d
Scholarship	dnm	in	mps	d
Service	dnm	in	mps	d
Overall	dnm	in	mps	d

3rd year				
Teaching	dnm	in	mps	d
Scholarship	dnm	in	mps	d
Service	dnm	in	mps	d
Overall	dnm	in	mps	d

4th year				
Teaching	dnm	in	mps	d
Scholarship	dnm	in	mps	d
Service	dnm	in	mps	d
Overall	dnm	in	mps	d

5th year				
Teaching	dnm	in	mps	d
Scholarship	dnm	in	mps	d
Service	dnm	in	mps	d
Overall	dnm	in	mps	d

### *Yearly evaluations by dept. chair*

1st year				
Teaching	dnm	in	mps	d
Scholarship	dnm	in	mps	d
Service	dnm	in	mps	d
Overall	dnm	in	mps	d

2nd year				
Teaching	dnm	in	mps	d
Scholarship	dnm	in	mps	d
Service	dnm	in	mps	d
Overall	dnm	in	mps	d

3rd year				
Teaching	dnm	in	mps	d
Scholarship	dnm	in	mps	d
Service	dnm	in	mps	d
Overall	dnm	in	mps	d

4th year				
Teaching	dnm	in	mps	d
Scholarship	dnm	in	mps	d
Service	dnm	in	mps	d
Overall	dnm	in	mps	d

5th year				
Teaching	dnm	in	mps	d
Scholarship	dnm	in	mps	d
Service	dnm	in	mps	d
Overall	dnm	in	mps	d

### *Yearly evaluation by Dean*

1st year

---

2nd year

---

3rd year

---

4th year

---

5th year

---

\*\*\*\* dnm--does not meet; in--improvement needed; mps--meets professional stds;  
d--distinguished

***Even if there has been a break in service during the probationary period, eight semesters of evaluations and official student evaluations are still required.***

**The TeP chair inserts the following:**

- ☐ Department Chair recommendation regarding tenure. This recommendation is based on the Tenure Application portfolio and is in addition to the 5th year Performance Review and Evaluation.
- ☐ Tenure Committee Chair recommendation regarding tenure. This recommendation is based on the Tenure Application portfolio and is in addition to the 5th year Performance Review and Evaluation.