

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

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

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

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Applicant \_\_\_\_\_ Department \_\_\_\_\_  
Terminal Degree \_\_\_\_\_ Date of Hire \_\_\_\_\_

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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	_____ Spring, year 1
_____ Fall, year 2	_____ Spring, year 2
_____ Fall, year 3	_____ Spring, year 3
_____ Fall, year 4	_____ 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*

*Yearly evaluations by dept. chair*

*Yearly evaluation by Dean*

1st year					1st year					1st year
Teaching	dnm	in	mps	d	Teaching	dnm	in	mps	d	_____
Scholarship	dnm	in	mps	d	Scholarship	dnm	in	mps	d	
Service	dnm	in	mps	d	Service	dnm	in	mps	d	
Overall	dnm	in	mps	d	Overall	dnm	in	mps	d	
2nd year					2nd year					2nd year
Teaching	dnm	in	mps	d	Teaching	dnm	in	mps	d	_____
Scholarship	dnm	in	mps	d	Scholarship	dnm	in	mps	d	
Service	dnm	in	mps	d	Service	dnm	in	mps	d	
Overall	dnm	in	mps	d	Overall	dnm	in	mps	d	
3rd year					3rd year					3rd year
Teaching	dnm	in	mps	d	Teaching	dnm	in	mps	d	_____
Scholarship	dnm	in	mps	d	Scholarship	dnm	in	mps	d	
Service	dnm	in	mps	d	Service	dnm	in	mps	d	
Overall	dnm	in	mps	d	Overall	dnm	in	mps	d	
4th year					4th year					4th year
Teaching	dnm	in	mps	d	Teaching	dnm	in	mps	d	_____
Scholarship	dnm	in	mps	d	Scholarship	dnm	in	mps	d	
Service	dnm	in	mps	d	Service	dnm	in	mps	d	
Overall	dnm	in	mps	d	Overall	dnm	in	mps	d	
5th year					5th year					5th year
Teaching	dnm	in	mps	d	Teaching	dnm	in	mps	d	_____
Scholarship	dnm	in	mps	d	Scholarship	dnm	in	mps	d	
Service	dnm	in	mps	d	Service	dnm	in	mps	d	
Overall	dnm	in	mps	d	Overall	dnm	in	mps	d	

\*\*\*\* 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.