



West Chester University of Pennsylvania

CHECKLIST FOR TENURE APPLICANTS

NON-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 which include:

- ☐ President's notice of tenure eligibility
- ☐ Candidate's response to the President's notice of tenure eligibility
- ☐ 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.

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.