

**POST-TENURE REVIEW**  
(no promotion)

**CHECKLIST**  
REV 1/6/05

Name: \_\_\_\_\_ Department: \_\_\_\_\_

For a detailed description of the documents required, please refer to section 3.9 of the *Faculty Handbook* ([www.calvin.edu/admin/provost/fac\\_hb/](http://www.calvin.edu/admin/provost/fac_hb/))

**By March 1 the tenured faculty member will:**

- \_\_\_\_\_ Prepare a current *curriculum vitae*
- \_\_\_\_\_ Prepare a self-evaluation (of past six years) and professional plan for development (during following six years) in the areas of teaching, scholarship, advising, and community service
- \_\_\_\_\_ Submit the above documents to the department chair or designated reviewer

**By April 1 the chair/reviewer will:**

- \_\_\_\_\_ Prepare a brief evaluation of the post tenure review
- \_\_\_\_\_ Submit the documents to the academic dean

**Please note:**

The faculty member and the chair/reviewer may wish to refer to recent teaching and advising evaluations. These documents are maintained in the Office of the Provost and may be examined there or “checked out,” to be returned with the completed post-tenure review documents.