

REAPPOINTMENT WITH TENURE

CHECKLIST
REV 05/11/10

Name: _____ Department: _____

For a detailed description of the documents required, please refer to section 3.7 of the *Faculty Handbook* (www.calvin.edu/admin/provost/fac_hb/)

Documents to be assembled by the candidate, due September 15 to the department chair:

- _____ Current *curriculum vitae*
- _____ Portfolio related to teaching and scholarship
 - _____ Teaching materials
 - _____ Copies of publications (papers) and information for access to larger publications
 - _____ 1,500 - 2,500 word statement on Reformed Christian approaches to faith and learning
 - _____ Copies of previous statements on faith and learning
- _____ Self-evaluation and professional plan for development in the areas of teaching, scholarship, advising, and community service
- _____ Statement of compliance with the faculty membership requirements for signing the *Form of Subscription*, church membership, and Christian schooling (sign and return enclosed letter)
- _____ Letter of recommendation from church council (sent directly from council to department chair)

Documents to be assembled by the department chair, due October 15 to the academic dean:

- _____ Department chair's recommendation
 - _____ Evaluation with respect to norms for evaluation
 - _____ Summary of department recommendation, including statement as to support of reappointment with tenure by majority of tenured colleagues
 - _____ In the case of promotion to associate professor, indication of support by majority of *tenured* colleagues
 - _____ In the case of promotion to professor, indication of support by a majority of *full professors*
 - _____ Summary of conversation with associate dean for teacher education (if applicable)
 - _____ Indication that the chair's recommendation has been shared with the candidate
- _____ Department chair's personal, confidential evaluation (optional)
- _____ Written evaluations from each tenured colleague, including clear statement as to whether the colleague supports reappointment with tenure
- _____ Reports on peer observations by the chair or colleagues
- _____ Report on departmental discussion with the candidate regarding integration of candidate's Christian faith with the discipline
- _____ Written evaluations by at least 2 department majors and 2 non-majors
- _____ Written evaluations by at least 3 alumni who were department majors
- _____ Evaluations by external referees, if appropriate

Documents to be assembled by the Office of the Provost:

- _____ Numerical summaries of all teaching evaluations conducted since the last appointment
- _____ Evaluations with comments from the most recent semesters (normally previous two semesters)
- _____ Previous reappointment recommendations of the dean and PSC
- _____ Recommendation from associate dean for teacher education (if applicable)
- _____ Letters of recommendation (or concern) from colleagues in other departments, if any
- _____ Academic advising evaluations
- _____ Report of class visit by member of Board of Trustees
- _____ Verification that all necessary original transcripts are in personnel file