Semester 3 Portfolio Checklist

Tenure-track faculty member:

College: **Choose an item.**

|  |  |
| --- | --- |
|  | Included |
| 1. Letter from tenure-track faculty member to president |  |
| 2a. Semester 2 Procedure Checklist |  |
| 2b. Semester 3 Procedure Checklist |  |
| 3. Curriculum vitae |  |
| 4. Teaching and service philosophy |  |
| 5. Course Syllabus with Explanation of Course Design |  |
| 6. Sample Assessment with Explanation and Reflection |  |
| 7a.Tenured faculty member observation 1 |  |
| 7ai.Post-Observation Reflection for Tenured Faculty Observation 1 |  |
| 7b. Tenured faculty member observation 2 |  |
| 7bi. Post-Observation Reflection for Tenured Faculty Observation 2 |  |
| 7c.Department chair observation |  |
| 7ci. Post-Observation Reflection for Department Chair Observation |  |
| 7d. Administrator observation |  |
| 7di. Post-Observation Reflection for Administrator Observation |  |
| 8. Summary of student evaluations by the department chair |  |
| 9. Contextualized data report for Semesters 1 and 2 |  |
| 10. Comprehensive self-evaluation and reflection |  |
| 11a. Approved ILSP with department chair and administrative sign-off |  |
| 11b. Semester 2 Review Report, completed and signed |  |
| 11c. ILSP progress report |  |
| 12. Semester 1 portfolio rubric and any needed responses |  |

Notes:

Approved by:  Title:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **Click here to enter a date.**